

CONTENTS

Publisher's Note	vii
Editor's Introduction	ix
Accountant	1
Accounts Payable Specialist	17
Administrative Assistant	29
Advertising & Marketing Manager	41
Auditor	56
Bookkeeper	70
Budget Analyst	82
Buyer	93
Cost Estimator	106
Credit & Loan Officer	119
Credit Manager	131
Customer Service Representative	143
Executive Secretary	155
Financial Manager	168
Human Resources Manager	183
Management Consultant	200
Market Researcher	214
Network & Computer Systems Administrator	228
Operations Director	245
Payroll Administrator	260
Purchasing Agent	273
Receptionist and Office Assistant	285
Retail Store Sales Manager	297
Services Sales Representative	311
Technical Sales Representative	325
Appendix A: Holland Code	338
Appendix B: Bibliography	342
Index	343