

Public Relation

[BED416] Who purchased the right type of machine equipments for office use
Office Manager

[BED416] Why is information recorded
To make it readily available for management

[BED416] A series of steps in the performance of office work is
Office Routine

[BED416] Management functions include
A to C

[BED416] Procurement and maintaining adequate stationery items is by
Office

[BED416] Where do you receive information relating to organisation
Variety of Sources

[BED416] Another name for Routine function is
Basic

[BED416] Whose function is it to safeguard assets of the company
Office

[BED416] Where do you retrieve information giving to the management
Records

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