

comparison

sharing

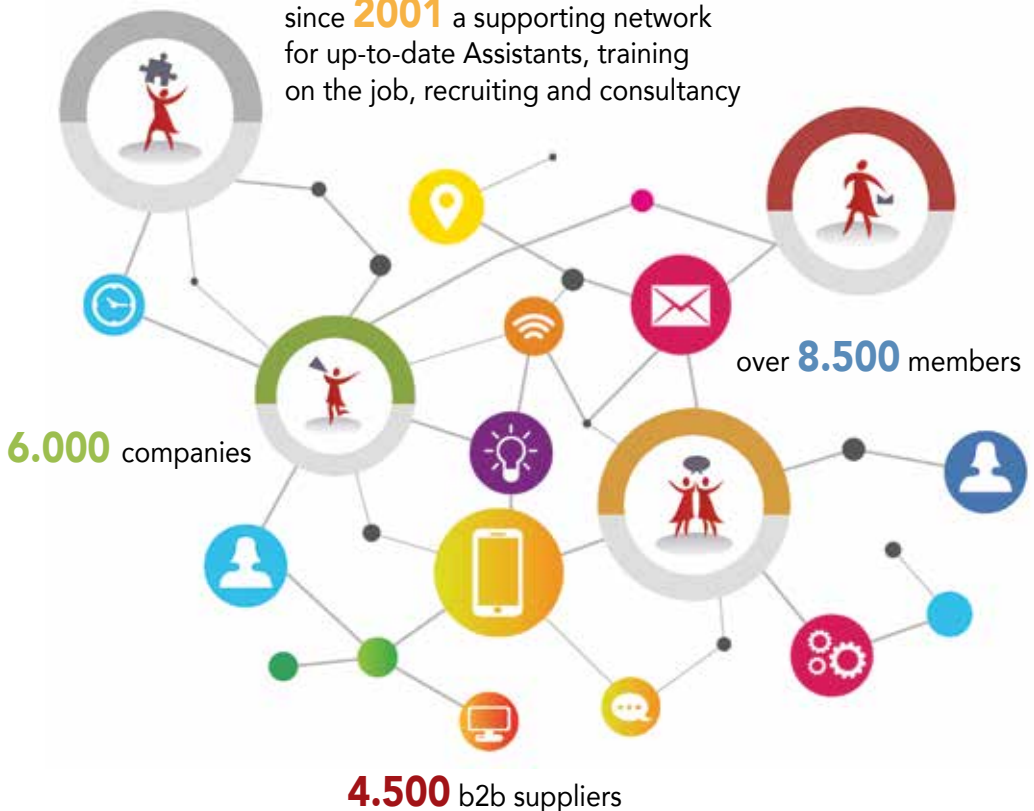
experience

information

THE ITALIAN BUSINESS COMMUNITY

dedicated to **Manager Assistants** and their **Companies**

since **2001** a supporting network
for up-to-date Assistants, training
on the job, recruiting and consultancy



SECRETARY.IT
manager assistant network

comparison





sharing




COMMUNICATION

S.it more and more digital expedites connections, facilitates and strengthens relationships keeping Assistants informed and up to date with news and concrete, professional solutions.

 Daily point of reference, **S.it** web site gathers and represents the whole world dedicated to Manager Assistants with pages and columns, news and case studies.

 The direct tool to communicate and promote meetings and information, to launch surveys and promotional activities, for a better advice to PA/EA.

 Always connected in order to share experiences and best practices and to stimulate the community: Facebook, LinkedIn, Twitter, YouTube and Paper Project Blog!

EVENTS

The best ideas and solutions start out of the office, through sharing and comparing direct practices and experiences.

Secretary Day
Assistant of the year award
Secretary Meets Secretary JOB
Educational Arts and cultural
Meetings International events

S.it promotes and organizes networking meetings dedicated to EA/PA for their knowledge **IMPROVEMENT AND VALUE INCREASE**

S.it offers a free and qualified support for **"Events planning and Organization"** in order to guarantee EA/PA successful management of meetings, events and business travel planning.

experience



TRAINING

Intercompany courses and skilled training for Assistants according to their personal and company needs:

- classrooms
- remote
- in-house
- individual coaching

MALP - Manager Assistants' Leadership Program
Workshop Internal training
Coaching on demand
webinar Online training
Secretary Academy
Writing handbook for Manager Assistants

Some of the training subjects:

Negotiation - Time Management
Empowerment - Stress Management
Assertiveness - Effective Communication
Conflict management - Leadership...


information




JOB

Looking for the best PA/Ea means to recognize the strategic role and emphasize the importance of the Manager Assistant's role inside companies.

 Secretary Tailor Made for Office Manager, Executive & Personal Assistant recruitment.

 Temporary Assistant: a full service of Personal, Office & Facility Management for short-medium terms throughout solutions:

- flexible
- customized
- effective

 Assistant to your CV: Expert advice and profile analysis of the Assistant (training, skills and experiences) to better write a CV and to prepare for a job interview

Secretary.it is

For b2b suppliers:

"Happy to cooperate with you and see how active with you are your associates"

"Open up a dialogue with the companies of your associates to maintain them as clients"

"Meet precise company's requirements through Manager Assistants"

For Assistants and their companies:

"The meeting point of an Assistant who wishes to share best practices, to keep up to date and to always be well informed... but, above all, to network!"

"Unlimited resources for us both on human and professional side"

"...feel part of something very important to us... our role recognition"



What Press says...



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il Blog

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