EXECUTIVE ASSISTANT AS NEGOTIATOR: IS A NEW CAREER?

Abstract
In parallel with changes in management and manager approaches with his assistant and executive assistant position substituent changes in the profession is. With the speed of change, and structure and management functioning of complexity a knowledge-based organization also is caused to an increase in conflict. In this study, an executive assistant, secretarial classic pattern that go beyond the information age, the information age and the roles required for the efficient and effective management of organizations be using to introduce the elements of the role of negotiator. What in addition have a new career as a negotiator to be stage of, and about it the basic framework described how to have an educational curriculum of the organizations. As a result, the an executive assistant profession in the success of a relationship with a triple agenda-itself, the manager and the organization- by recognizing that what she/he has, will know what she/he needs.

Key words: Executive Assistant, Negotiator, Career, Conflict, Negotiation.