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questions. ALL questions carry equal marks. 1.Explain in point form the factors that an office manager should consider when allocating tasks to members of staff.(20 marks) 2.Briefly explain the basic factors which should be considered when buying modern office furniture.(20 marks)

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When answering this question it is important to use the STAR technique to describe how you have used key administrative assistant skills in the past and how you will use them to contribute to this organization. Example: "I consider the administrative assistant

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role to be critical for making sure an office runs smoothly. In order to ensure the ...

10 Common Administrative Assistant Interview Questions and ...

Standard Interview Questions. In addition to administrative assistant

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interview questions you will be asked standard interview questions including: "Tell me about yourself" "What are your strengths?" "Why should we hire you?" "Why this company?" Be ready for these and other Basic Interview Questions and Answers

Administrative Assistant Interview

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Questions and Answers

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content and teaching strategies used should therefore reflect current trends in

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Example: "The administrative assistant might seem like someone whose job is simply keeping everything filed and

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organized and scheduled. But they actually are the building block of the entire office, making everyone's lives function more smoothly and with good access to information when they need it."

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