

15 Top Administrative Assistant Interview Questions and Answers

List of top 15 most frequently asked administrative assistant interview questions and answers pdf download free

Administrative Assistant Interview Questions and Answers List

1. How do you think Administrative Assistants add value to a business?
2. Tell us something about your previous experience as an administrative assistant.
3. Why did you leave your previous job?
4. Tell us how you handled correspondence at your previous work experience?
5. How do you handle a particularly busy day and still manage to run a smooth office?
6. What do you believe to be your biggest strength?
7. How do you manage deadlines?
8. Suppose you are given three tasks at the same time: Order office supplies, make travel arrangements for a senior manager and call up a few clients to set appointments, how will you go about it? What will be the first thing you would do?
9. How many telephone calls can you attend in an hour, maintaining the same level of interest and professionalism?
10. Are you familiar with professional use of Microsoft Office? Specifically MS Outlook, Word and Excel?
11. Although this is a temporary job, but if your performance exceeds our expectations we will consider hiring you as a permanent employee. Would that be okay with you?
12. On rare basis, can you travel to other cities and towns on official tours? (With the travelling allowance provided)
13. What are your future your goals?
14. Do you have a valid driver's license? Any tickets?
15. Are the timings of this job suitable to you? Can you work overtime and weekends?

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