

General Administrative Experience - What do you consider your administrative strengths?

Communication Skills - How do you make sure you have clearly and accurately understood an inquiry or request made of you?

Planning and Organising - Give me an example of how you had to multitask to meet your deadlines.

Problem Solving - How do you go about getting the relevant information necessary to understand a problem in order to be able to decide on a possible solution?

Information Management - What different systems have you used to store information and documents?

Teamwork- Describe a situation where you were able to help out a colleague or team member.

Customer Service Skills - Tell me about a time you had to deal with a very demanding customer. How did you handle it?

Adaptability - Can you tell me about a challenge you faced when dealing with colleagues from diverse backgrounds, how did you handle it?

Attention to Detail - How do you check for errors in your work?