

# **Executive Assistant Interview Questions And Answers Guide.**



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# Executive Assistant Job Interview Preparation Guide.

### Question # 1

What is Executive Assistant?

#### Answer:-

Employee of a company who supports the executive, CEO, or manager and has ability to make decisions that affect the company. In addition, the executive assistant will also perform similar responsibilities as an administrative assistant, involving research, communications, correspondence, and office management. In some organizations, the executive assistant will attend meetings or conferences in place of the executive.

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### Question # 2

What are the duties of Executive Assistant?

#### Answer:-

- \* Managing the day-to-day operations of the office.
- \* Organizing and maintaining files and records.
- \* Planning and scheduling meetings and appointments.

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### Question # 3

Did you look at our company website?

#### Answer:-

It's essential that you do look at the company website before any interview if you're serious about the job. If for some reason you didn't take a look, don't lie, but it will look like you don't care about the role.

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### Question # 4

Tell me something about yourself?

#### Answer:-

A great chance to sell yourself. Plan well, be precise and practice in front of anyone you can find. Try to touch upon a little bit of your personal self, this will give the interviewer a good insight into your personality.

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### Question # 5

Who is Executive Assistant?

#### Answer:-

Executive Assistant is a broad job category that designates an individual who provides various kinds of executive support to people and groups in business enterprises.

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### Question # 6

What type of personalities do you work best with?

#### Answer:-

They are clearly looking to see if you can get along with people. You could mention here that you are a hard worker, but also spend a lot of time at work with people and that you often socialise out of work time with your work colleagues. This implies that you get on well with them.

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### Question # 7

How do you rate your computer skills?



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### **Answer:-**

It's a good idea to mention that you create presentations and reports using graphs, charts, pivot tables on a recurring basis and are quite comfortable working on social media sites. You need to come across as an advanced user of Microsoft Office products and are keen to learn new skills.

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### **Question # 8**

Tell me about yourself in three words?

### **Answer:-**

Something positive but not arrogant would work here such as:

- \* diligent
- \* Sociable
- \* Focused
- \* pessimist

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### **Question # 9**

Do you have experience handling calendars?

### **Answer:-**

Go a step further and mention you handle calendars in multiple time zones.

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### **Question # 10**

What practice do you follow answering emails?

### **Answer:-**

You're probably used to dealing with multiple emails for your boss and possibly multiple bosses.

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### **Question # 11**

How would you prioritise tasks if you support more than one person?

### **Answer:-**

Likewise with this question, you would want to come up with a similar answer around time-management.

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### **Question # 12**

Are you good at keeping matters confidential if required?

### **Answer:-**

Give an example of when you have been asked to keep things private. Confidentiality is a very important aspect in most industries.

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### **Question # 13**

What are your strengths?

### **Answer:-**

Again another great opportunity to sell yourself and show signs of great characteristics skills, which will make the interviewer want to hire you instantly. Some key skills of an EA are attention to detail, ability to multi task, strong communication skills, good listening skills, and ability and desire to be two steps ahead of the executive that you support.

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### **Question # 14**

Do you have any questions?

### **Answer:-**

This is always important and you should look at their company website to get some inspiration.

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### **Question # 15**

Do you know what characteristics or qualities would a person in this position need to be successful?

### **Answer:-**

A question like this shows you're interested in learning what it takes to perform well. It will also give you a clearer indication of what the company is looking for in an executive assistant and why you sparked their interest.

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### **Question # 16**

Tell me what is the biggest challenge you are facing?



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### **Answer:-**

This demonstrates that you're proactive, which is a sought-after quality in an executive assistant. It also gives you a chance to discuss how your skills can benefit the company.

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### **Question # 17**

Please tell me do you offer any training incentives or career development opportunities?

### **Answer:-**

Expressing a desire to seek additional training signals that you're ambitious and want to enhance your contributions to the company. Questions about career advancement opportunities also indicate you're willing to make a long-term commitment to the organization.

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### **Question # 18**

would you please give me more information about (blank) that you mentioned earlier?

### **Answer:-**

A hiring manager has a set amount of time to conduct an interview, so there may be some things he or she only briefly touches upon. Seize the opportunity to clarify anything that seems vague or confusing to you by asking the interviewer to revisit one or more of those topics when it's your turn to ask questions.

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### **Question # 19**

Please tell me do you have any concerns about my skills or me that I can further address?

### **Answer:-**

Although it puts your interviewer on the spot, it gives you a chance to address any hesitations the employer may have about hiring you as an executive assistant. This could help you secure the position.

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### **Question # 20**

What are your next steps asked them?

### **Answer:-**

This shows you're interested in continuing to move the process forward and it gives the interviewer a chance to share a bit more about the process and/or how many others are in the running for the executive assistant position.

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### **Question # 21**

Tell me why you want to leave your current job?

### **Answer:-**

For a long time I really enjoyed working for my current employee and I have felt that I learnt a lot from the role and also from my manager. However the job is limited and doesn't provide me with much room to grow (you can expand this for what ever reason fits your circumstances) . I feel that this position will give me the opportunity to expand my skill set and also move forward in my career.

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### **Question # 22**

Tell me about your weaknesses?

### **Answer:-**

In my previous role I had to work with a lot of strong-minded and opinionated consultants and found that I lacked the ability to be assertive with them and sometimes I felt they were able to get me to do work that I was uncomfortable with. After discussing this with my Manager I attended an assertiveness course and gain the training I needed to deal with them. I find it hard to say no. It is a work in progress but I am getting there.

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### **Question # 23**

What are the most satisfying aspects of your present job?

### **Answer:-**

The most satisfying aspect of my role is being able to help the executives make informed decisions that affect the rest of the Company. I enjoy working with and supporting successful people at the top-level of their career.

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### **Question # 24**

What are the most frustrating aspects of your present job?

### **Answer:-**

The most frustrating aspect is the slow pace in the office and it can be difficult to get things done on occasions.

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### **Question # 25**



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Do you know what exactly is an executive assistant?

**Answer:-**

An EA is the personal assistant to someone who's on the executive management team of the organisation or who perhaps sits on the board.

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**Question # 26**

What are your Organizational Skills?

**Answer:-**

Executive assistants must have organizational skills and the ability to prioritize work. Tough interview questions that assess their strengths in this area include "How you prioritize urgent responsibilities when you have little time left in the day to complete your tasks?" and "One of your co-workers has offered to help you on one of your busiest days; however, you believe your skills are far superior to hers. How would you respond to her offer when you really do need help?" The candidate's answer to the second question also sheds light on her ability to tactfully refuse or accept help from co-workers.

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**Question # 27**

What are Business Principles?

**Answer:-**

Executive officers entrust their assistants with confidential business information, and some executives even confide in their assistants on personal matters that have little to do with business. In some cases, executive assistants are not only the gatekeepers for executive leadership, but they also are confidantes. A tough interview question that probes the interviewee's business principles and ethics includes, "Suppose you are the assistant to the CEO of one of the most profitable companies in the world. Your boss lets it slip that she's been wrangling for the acquisition and control of a competitor.

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**Question # 28**

Executive Assistant interview questions part 1:

**Answer:-**

- \* Tell us about your most recent experience in an administrative support position? [Prompt: How many people did you directly support and what were their titles]
- \* What steps would you take to prompt your boss to act on a task (e.g., sign a rush contract)?
- \* Do you consider yourself to have a good working knowledge of Microsoft Office? Explain your use of PowerPoint to create a presentation?
- \* Have you been directly involved in making travel arrangements and preparing expense reports? Explain your role and the process?
- \* Tell us about a particular time that you were responsible for setting up a meeting. How many attendees were there and were they all internal to your organization or were they from outside as well? What steps did you take?
- \* How do you perform in a fast-paced environment where specific guidance might not always be available?
- \* How would you handle clarifying an unclear assignment?

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**Question # 29**

Executive Assistant interview questions part 2:

**Answer:-**

- \* Do you consider yourself to be a single- or multi-tasker? How do you handle being pulled in two or more directions at once?
- \* How would you respond to a co-worker who asked you for information you knew to be confidential or that you were uncertain as to its confidentiality?
- \* In this position, you will be required to provide guidance to other administrative support personnel. What characteristics do you feel you would bring in acting in a leadership capacity?
- \* What work-related situations do you find the most frustrating?
- \* What is missing from (or is a part of) your present job that you would like to see in this one?

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**Question # 30**

Executive Assistant interview questions part 3:

**Answer:-**

- \* Tell me about yourself?
- \* What are your current duties as an Administrative/Executive Assistant?
- \* What skills will you bring to the company?
- \* What are the most important qualities to have as an Administrative/ Executive Assistant ?
- \* Did you look at our company website? If for some reason you did not get time (which should not happen), don't lie?
- \* What type of personalities do you work best with?
- \* How do you rate your computer skills?
- \* Describe yourself in three words/
- \* Do you have experience booking domestic and international travel?
- \* Do you have experience handling calendars? Go a step further and mention you handle calendars in multiple time zones?

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**Question # 31**

Executive Assistant interview questions part 4:

**Answer:-**

- \* How do you organize your daily schedule?
- \* What practice do you follow answering emails?
- \* What practice do you follow when dealing with confidential paperwork?



## Executive Assistant Interview Questions And Answers

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- \* How would you prioritize tasks if you support more than one person? Is there a system you follow?
- \* You've been asked to set up a meeting. What actions will you take?
- \* Are you good at keeping matters confidential if required?
- \* Are you open to working after hours if required and be available on email? It is OK to ask how much extra time the interviewer means. Don't just say yes to everything, you will come across as a vegetable?
- \* Our requirement is for someone who can multi task and wear many hats. Does this sound like something you are interested in? Give an example of multi tasking here?
- \* Describe a time you were working on a project, and your colleagues did not agree with you, how did you solve this and come to an agreement?
- \* How do you deal with difficult situations at work?

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### **Question # 32**

Executive Assistant interview questions part 5:

#### **Answer:-**

- \* When was the last time you were in a high pressure situation?
- \* What was the biggest challenge in your previous / current position?
- \* What are your strengths?
- \* What is your weakness?
- \* How do you handle a large workload?
- \* Why do you want to leave your current employer?
- \* What salary are you looking for?
- \* Do you have any questions for me? Always important?

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### **Question # 33**

Executive Assistant Sample interview questions:

#### **Answer:-**

- \* Can you describe your normal daily duties in your previous position?
- \* What practices do you use when asked to prepare certain duties, such as meetings, travel schedules and bid/proposals?
- \* Describe your typical workday communicating with different departments, executives, people, and customers?
- \* Are you comfortable working in close contact with the CEO and running the forefront on all projects?
- \* How do you organize monthly management reports and keep the information tables turning efficiently?
- \* Has your ability to maintain confidentiality ever been judged?
- \* When working in a discreet or confidential manner, what disciplines do you practice?

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### **Question # 34**

Executive Assistant Technical interview questions:

#### **Answer:-**

- \* What are your computer skills? Did you use PowerPoint for preparing presentations?
- \* Do you have experience in staff management, IT, or business intelligence?
- \* Are you familiar with preparing background searches?
- \* How do you research organizations and individuals prior to meetings?
- \* How did you compile reports and communications for your superior or CEO?
- \* What file management practices do you use?
- \* What marketing materials, such as newsletters and press releases, have you prepared?
- \* Have you prepared fund proposals?

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- 1 : [Human Resource \(HR\) Frequently Asked Interview Questions and Answers Guide.](#)
- 2 : [Peoplesoft Frequently Asked Interview Questions and Answers Guide.](#)
- 3 : [Project Manager Frequently Asked Interview Questions and Answers Guide.](#)
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