

# Office Administrator Interview Questions And Answers Guide.



**Global Guideline.**

<https://globalguideline.com/>



# Office Administrator Job Interview Preparation Guide.

## Question # 1

Please explain how do you cope with busy, stressful periods?

### Answer:-

Answer that by staying organised and keeping a strict diary you find that stress does not become a real issue. As soon as you identify a possible delay due to high work volumes you raise this with your manager to see if the work can either be reallocated or given priority.

[Read More Answers.](#)

## Question # 2

Please tell me why do you think it's important to be positive in an admin role?

### Answer:-

Being positive is important because often a person's attitude to their work can come across in their writing and presentation. Administrators sometimes provide the first impression a customer has of a business, so a positive and professional outlook is needed at all times.

[Read More Answers.](#)

## Question # 3

Why Should You Get This Position as Office Administrator?

### Answer:-

Strong successfully fielded this question by going with her gut. "My response was out of my mouth before I knew it: 'Because I'm smart,'" she recalls. She followed that up by outlining the positions she'd previously had that gave her the necessary skills for the job.

This question allows interviewers to see how you react when put on the spot, which happens to administrative assistants all the time, and how confident you are in your abilities.

[Read More Answers.](#)

## Question # 4

Tell us are you comfortable handling multiple responsibilities at once?

### Answer:-

As an administrative assistant, you will have to juggle multiple projects and responsibilities at the same time. Even if you don't have any direct administrative assistant experience work, you can pull from times in your life that you've had to prioritize different tasks and come up with a game plan on completing them.

"In my previous position I was tasked with handling all travel from the sales team, organizing the calendars of multiple people and managing the office. In this role I had to quickly get used to tasks being handed to me last minute and that were all high priority. I would really have to write down everything that needed to be done to see which had the biggest impact and which was the most important. Often times the hardest project was the most important, so I found that it all came down to time management and prioritization."

[Read More Answers.](#)

## Question # 5

Tell us how do you organize your daily schedule and prioritize your activities?

### Answer:-

Focus on scheduling and prioritizing activities. How do you decide which are the most important activities? Include criteria such as urgency of the tasks, deadlines to be met, available resources and setting realistic targets. Outline the tools you use to plan your day including the computer applications you have found helpful.

[Read More Answers.](#)

## Question # 6

Tell me do you think it's important to maintain cleanliness in and around the office?

### Answer:-

Besides duties like handling calls and other forms of communication, managing documentation, coordinating events, etc., an office assistant maintains an efficient and pleasant working environment by keeping it fresh and free of clutter.



[Read More Answers.](#)

### Question # 7

Explain me your approach to conducting training sessions with employees?

#### Answer:-

One of the top office manager interview questions involves the training process. Because proper training can lead to various kinds of positive results in the organization, it's crucial to find out how the candidate trained employees. What specifics were employees trained for? Did anything go wrong later on that was, in fact, covered in your training process? A great office manager should have the ability to successfully train employees in his or her wheelhouse.

[Read More Answers.](#)

### Question # 8

Explain a big part of this job will be scheduling and maintaining the work facilities. Do you have experience with this task?

#### Answer:-

At my last job, I occasionally had to step in as office administrator when our administrator was on vacation, out sick or on maternity leave. A big part of her job was to set schedules and maintain the work facility, so I do have some experience with those tasks. My time doing these duties was short, but I think my attention to detail, analytical skills and communication skills helped me do well. My attention to detail will help ensure I do not overbook an office space or employee. My analytical skills will help me review procedures and schedules to ensure everything is set up in the best way possible. My communication skills will help me explain the schedule and what everyone has to do at a given time.

[Read More Answers.](#)

### Question # 9

Tell me what do you believe to be your biggest strength?

#### Answer:-

I am very well organized in my head which I can translate perfectly in actions. This strength alone has helped me secure a permanent position as an administrative assistant after going through training for just three months.

[Read More Answers.](#)

### Question # 10

Tell us are the timings of this job suitable to you? Can you work overtime and weekends?

#### Answer:-

Yes, these timings are perfect for me and I am readily available and willing to work overtime and on weekends.

[Read More Answers.](#)

### Question # 11

Tell me are you willing to work overtime, if needed, to complete a project?

#### Answer:-

My career is my number one priority right now, so I would not have a problem putting in extra time to complete a project.

[Read More Answers.](#)

### Question # 12

Explain what do you enjoy most/least about this type of work?

#### Answer:-

This is similar to the strengths/weaknesses questions - what you like least must be turned into a positive trait. Say that you enjoy the challenge of meeting deadlines and of working in a team environment. For what you like least, say that you do not like it when you see disorganized work and a poorly managed diary; you feel the need to help organise and manage the workload.

[Read More Answers.](#)

### Question # 13

Tell us why Do You Suppose Manhole Covers Are Round?

#### Answer:-

When Erik Lars Myers of Durham, North Carolina, was asked this question during an interview for an admin position, he wasn't sure what to think. "The first thing I said was, 'Can you repeat that?'" he says.

That request bought Myers some valuable time to puzzle out an answer. "I said, 'So they don't fall in?' which, incidentally, is the correct answer," he says. "It was the only reasonable thing I could come up with."

This interview question is asked to test problem-solving skills, which come in handy when the network goes down and your boss is hounding you for a report.

[Read More Answers.](#)

### Question # 14

Please explain how do you handle stress and pressure?

#### Answer:-

In this role, you will probably have a lot of people needing your assistance to get things completed, and that can get stressful. The interviewer wants to make sure that you know how to handle this type of environment. Think of what you do in your everyday life to make things more manageable.

"I can honestly say that I've gotten comfortable handling stress and high pressure situations. The thing that seems to work best for me is to list out everything that needs to be done, put it in order of importance and then cross out the task as soon as it's completed. I don't only do this at work, but also in my personal life. This



sounds small, but something as simple as list-making really keeps me on task and focused."

[Read More Answers.](#)

### **Question # 15**

Tell me what record keeping were you responsible for?

#### **Answer:-**

Administrative assistant interview questions will explore your ability to gather and manage information. Detail the types and volume of data you had to manage and how you ensured your information management was up to date and accurate.

[Read More Answers.](#)

### **Question # 16**

Tell us what kind of documents do you have experience writing?

#### **Answer:-**

Office assistants typically write any or all of the following: thank-you letters, newsletters, labels, donor and annual reports, emails, messages, fax messages, etc.

[Read More Answers.](#)

### **Question # 17**

Tell me are you comfortable taking orders from supervisors and associates?

#### **Answer:-**

An office manager assists in different ways for the whole office. He or she must also demonstrate to the interviewer that they're a team player. How does the candidate ensure office operations go smoothly? In a prior role, how did he or she handle taking orders from associates as well as adjusting to individual working styles?

[Read More Answers.](#)

### **Question # 18**

Tell us how do you think Administrative Assistants add value to a business?

#### **Answer:-**

Administrative assistants keep the office organized while ensuring that the operations of every department run smoothly. They add efficiency to the business's daily routine work. In fact, they liaise between departments and help in maintaining a smooth flow of information, provision of office supplies while maintaining confidentiality.

[Read More Answers.](#)

### **Question # 19**

Please explain are you familiar with professional use of Microsoft Office? Specifically MS Outlook, Word and Excel?

#### **Answer:-**

Yes. I have used all of these at the previous job as well as company's own oracle based enterprise software application.

[Read More Answers.](#)

### **Question # 20**

Tell me do you have a valid driver's license? Any tickets?

#### **Answer:-**

Yes, I possess current Houston State Driver's license with no tickets.

[Read More Answers.](#)

### **Question # 21**

Why did you leave your previous job as Office Administrator?

#### **Answer:-**

Because the company shifted its head-office to Alabama where I was unable to shift my family to a new destination.

[Read More Answers.](#)

### **Question # 22**

Tell me how did you gain the technical knowledge needed for this insurance office manager position?

#### **Answer:-**

An insurance office manager has to have technical knowledge related to insurance and office management. I have a bachelor's degree in business, which gave me some expertise in the administrative world. I spent three years as an insurance underwriter, which gave me a technical understanding of the insurance side of things. I then spent five years as an office administrator, which is where I learned how to use scheduling software and other important computer programs.

[Read More Answers.](#)

### **Question # 23**

Tell us what are significant characteristics for a successful office assistant?

#### **Answer:-**

Besides time management and cleanliness, an office assistant has excellent verbal and written communication skills to effectively coordinate activities between the



office manager and his business colleagues, present reports, send and answer emails, etc.

[Read More Answers.](#)

### Question # 24

Tell me how do you make sure you have clearly and accurately understood an inquiry or request made of you?

#### Answer:-

Communication is key to any job that provides support and assistance in an organization. Your answers should clearly demonstrate your ability to express yourself effectively both verbally and in writing as well as your ability to listen actively and understand the communication taking place.

[Read More Answers.](#)

### Question # 25

Tell us what computer programs are you comfortable using?

#### Answer:-

In most administrative assistant jobs you will find yourself using various computer programs. Make sure you are honest, as you don't want to be asked to do something on your first day and have to admit that you lied in an interview. Think about classes you've taken and programs that you've used in previous roles.

"I have a lot of experience using all Microsoft Office programs like Word, Publisher, PowerPoint and Excel. In fact, I recently took a class at the community center to really get a feel for Excel and everything it has to offer. In addition, my previous roles had me putting together many PowerPoint presentations and I have basic PhotoShop knowledge."

[Read More Answers.](#)

### Question # 26

How Do I Rate as an Interviewer?

#### Answer:-

"You definitely want to find some positives to share," says Lynne Sarikas, director of the MBA Career Center at Northeastern University in Boston. "Tell them what they did well...and maybe find something negative that could be positive, like, 'I wasn't expecting question X, but you really made me think about why that is important to me.'"

Your response shows your ability to be diplomatic as well as your willingness to speak truth to power. These are valuable skills for a trusted administrative worker.

[Read More Answers.](#)

### Question # 27

Can you tell me are you good at solving problems?

#### Answer:-

Not all administrators need to be excellent problem solvers so if you are not the best, be honest and say so. You could say that you are not good at solving problems but you understand the skills of your colleagues well and will always be able to persuade somebody to assist.

[Read More Answers.](#)

### Question # 28

Please explain what role do you think an administrator plays in the office dynamic?

#### Answer:-

Say that an administrator plays an important role in ensuring that diaries are properly managed and that all outgoing correspondence is well written and all incoming correspondence is read and delivered to the relevant managers quickly.

[Read More Answers.](#)

### Question # 29

As you know we like to think of ourselves as a team in this company. What skills will you bring to our team?

#### Answer:-

I take pride my organization skills. I believe my attention to detail and desire to stay organized can only benefit the team I am working with.

[Read More Answers.](#)

### Question # 30

Explain me a situation where you went out of your way to provide customer satisfaction?

#### Answer:-

Remember when answering administrative assistant interview questions about customer service that your colleagues, supervisors and managers are your internal customers in addition to any external customers that you have to deal with.

[Read More Answers.](#)

### Question # 31

Tell us what administrative process worked well at your last position? What didn't work very well?

#### Answer:-

An office manager should be aware of what works well and what doesn't click with fellow employees. Was there a policy implementation that was rough to adopt among employees? Did everything generally run smoothly, and did employees react well to your management? Delve deep on this one.

[Read More Answers.](#)



### Question # 32

Tell me what kind of advancement are you hoping this insurance office manager position will lead to?

#### Answer:-

As you can tell from my resume, I have some experience as an insurance underwriter. I am looking to move into the office management side of things so I can gain some administrative experience. I enjoy working with different insurance policies and customers, but I feel I will be able to make a greater impact in a different position. As of right now, I am hoping to become an insurance underwriter manager or gain some other managerial position. I think this insurance office manager position will help me make these advancements because of the manager-like duties I will be expected to perform.

[Read More Answers.](#)

### Question # 33

If you are given three tasks at the same time i.e. 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?

#### Answer:-

I will prioritize tasks according to the urgency and importance. Multi-tasking will be my centralized approach.

[Read More Answers.](#)

### Question # 34

Explain me about a recent situation where you had to manage conflict between your staff?

#### Answer:-

Conflict is almost a given in any workplace, and the office manager can resolve it in various ways. These methods might include effective communication, listening to feedback, coaching employees through issues as well as resource allocation.

[Read More Answers.](#)

### Question # 35

Please explain how have you ensured the adoption of a new procedure or policy throughout a team or an organization?

#### Answer:-

Again, how smoothly does this candidate deal with transitions in the workplace? Ask the candidate to provide an example of where he or she successfully implemented a new procedure in a past role with a company.

[Read More Answers.](#)

### Question # 36

Tell us how do you keep yourself organised when dealing with tasks and requests from multiple sources?

#### Answer:-

The best way to stay organised is to keep a log of every request and each task completed so that nothing is accidentally left to go past a deadline. Mention any software that you use for this purpose.

[Read More Answers.](#)

### Question # 37

Basic Office Administrator Job Interview Questions:

#### Answer:-

- \* Can you describe a typical day(week) in this department?
- \* What are the responsibilities of this position?
- \* What are the strengths in this department? What are the weaknesses?
- \* What would your past assistants say was the best part of working for you? What would they say was the worst?
- \* What direction do you see the company going in the next five years? Do you feel that there are any threats to its success?
- \* Why did your last assistant leave the position? What were his/her strengths? What were his/her weaknesses? What is he/she doing now?
- \* What characteristics did your best assistant have? What about your worst assistant?
- \* How often are performance reviews performed? Who conducts them?
- \* What skills are most important to you in an administrative assistant?
- \* How do you reward and encourage the people who work in your department?
- \* Are there any ongoing production issues in this department?
- \* How have you dealt with personnel problems in the past?
- \* What are some of the biggest challenges for a person in this position?
- \* What is the most rewarding aspect of this position, in your opinion?
- \* Do you (Does the company/department) support memberships in professional associations, and continuing professional development?
- \* What would you describe as the role of the administrative staff in this office?
- \* Are overtime or weekend hours expected?
- \* What do you like most about working for this company? Are there changes you would make?
- \* What do you like least about working here?
- \* Do you encourage the department to work as a team, or concentrate more on individual contributions?

[Read More Answers.](#)

### Question # 38

Operational and Situational Office Administrator Job Interview Questions:

#### Answer:-

- \* Which departments did you support at your current/previous job? How did you support them?
- \* If you report to multiple people, how do you prioritize your projects?



- \* What were the most common administrative tasks you executed at your previous job?
- \* Recall a time you had to consult your supervisor for advice or support.
- \* What software programs do you use on a daily basis?
- \* What tools do you use to stay organized?
- \* Provide examples of spreadsheets you've had to create in Excel.
- \* How would you rate your skills on preparing presentations?
- \* How did your current/previous team handle expense reports?
- \* Describe your experience with calendar management.
- \* Recall a time you worked with a team to complete a project under a tight deadline.
- \* Recall a time you had to communicate with a client or senior manager on behalf of your boss.
- \* In what ways have you contributed to improving efficiency at work?
- \* Who would you consider your most challenging customer? (Internal or external)
- \* Recall a time you had to resolve a problem with a difficult colleague. How do you handle it?
- \* How important is it to "manage up"?

[Read More Answers.](#)

### Question # 39

Professional Office Administrator Job Interview Questions:

**Answer:-**

- \* Tell me about your previous work experience as an administrative support person.
- \* What were your primary responsibilities?
- \* Tell me about a complex project you were tasked with completing under deadline.
- \* Talk about a project that you were particularly proud of managing.
- \* What sort of reporting structure did you work within in your previous admin jobs?
- \* What type of interactions did you have with other departments?
- \* What has been your experience in working with clients and vendors?
- \* Have you had to interact with the general public?
- \* Tell me about your computer skills.
- \* What technologies are you an expert with using?
- \* What other technologies have you utilized in your admin work?
- \* What type of documents and formats have you generated in the past?
- \* What have you done at your present/last company to increase revenues, reduce costs, or save time?
- \* What makes you a great fit for this position?
- \* What do you know about our company and products?
- \* What type of schedule are you looking to work?
- \* Would you be available to work extra hours if needed?

[Read More Answers.](#)

### Question # 40

Sample Office Administrator Job Interview Questions:

**Answer:-**

- \* What computer programs are you most familiar with?
- \* What is your average typing speed per minute?
- \* How do you keep yourself organized?
- \* How comfortable are you handling multiple phone calls on multiple phone lines at once?
- \* How are your math skills?
- \* How are your written communication skills?
- \* You are asked to organize a meeting. What steps do you take to ensure everyone attends?
- \* What do you consider to be the most important skill for an office manager?
- \* Are there any tasks you are not comfortable performing?
- \* Tell me about a time you gave outstanding customer service.
- \* Tell me about a time you made a mistake with your customer service.
- \* How do you keep track of [items, documents, stock, etc.]?
- \* Are you comfortable taking orders from multiple supervisors and associates?
- \* How comfortable are you dealing with confidential information?
- \* There may be times that you are asked to provide help for projects outside of your job description. Are you comfortable providing assistance where needed, even if you have not been trained?

[Read More Answers.](#)

### Question # 41

Top 10 Office Administrator Job Interview Questions:

**Answer:-**

1. Do you consider yourself a patient person?
2. Are you an introvert or an extrovert? Are you more outgoing or a private person?
3. How do you describe your personality? Bubbly? Upbeat? Reserved?
4. Do you speak any other languages?
5. Are you able to multitask? Provide me with an example of what you might be juggling on an average day.
6. What office equipment are you able to use?
7. With your current employer, what has been your attendance record?
8. How are you with understanding accents and working with individuals who are foreign nationals?
9. How do you handle stressful situations?
10. How many phone lines are you comfortable handling?

[Read More Answers.](#)

### Question # 42



## Office Administrator Interview Questions And Answers

---

Tell me you will be expected to perform office tasks. Do you have the computer abilities necessary?

**Answer:-**

I am fairly computer capable. I have had to use computers throughout all of my past positions, so I was able to gain some familiarity with Microsoft Word, PowerPoint, Access and Publisher. I can also use various management, scheduling and rating systems. I am not sure exactly what programs I will be expected to use in this insurance office manager position, but I am a quick learner and feel confident I will be able to master the programs in a short time.

[Read More Answers.](#)

**Question # 43**

As you know 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?

**Answer:-**

I would definitely welcome such a great opportunity.

[Read More Answers.](#)

**Question # 44**

Tell us what do you think your duties will be in this insurance office manager position?

**Answer:-**

I spent six months as an insurance office manager with my last company, so I have an idea of what my duties will be from that and from the job description. From what I understand, I will be tasked with managing client records, maintaining the work facilities and giving administrative assistance to the management team as needed. I may also have to answer phones and help clients set up new policies or change existing policies. Thankfully, I have the organizational, computer and communication skills needed to succeed at these duties.

[Read More Answers.](#)

**Question # 45**

Tell me on rare basis, can you travel to other cities and towns on official tours? (With the travelling allowance provided)

**Answer:-**

I enjoy travelling. It will be my pleasure to travel for official work.

[Read More Answers.](#)

**Question # 46**

Tell me what is your understanding of the office manager role and your understanding of our company?

**Answer:-**

Aside from prior experience in the field, an office manager should also research your company and come into the interview with an idea of how things work there. As one of the top office manager interview questions, this should paint a picture of how the candidate operated in a previous role.

[Read More Answers.](#)

**Question # 47**

Explain what experience do you have in administrator roles?

**Answer:-**

Here is your chance to run through all of your experience. Be concise and if you have done multiple roles, mention something specific for each one. Show that you have a lot of experience and are flexible.

[Read More Answers.](#)

**Question # 48**

Please explain do you have any skills such as shorthand/touch typing?

**Answer:-**

Ideally, you will be able to touch type well, so say yes to this. Shorthand is a dying art and fewer people are learning how to do this well. If you have the opportunity to learn it, then do so, because some managers like their administrators to be able to take down shorthand.

[Read More Answers.](#)

**Question # 49**

Tell me how many telephone calls can you attend in an hour, maintaining the same level of interest and professionalism?

**Answer:-**

It depends on the duration of the call. If it is a 5 minute call each, 9 to 11. If it is a route/transfer call, 30 to 40. A mixture goes well, repetition of the same kind of telephone calls for example applicants interview scheduling calls can become notorious at times

[Read More Answers.](#)

**Question # 50**

Tell us how do you handle a particularly busy day and still manage to run a smooth office?

**Answer:-**

At times work can be quite demanding and 8 working hours seems too little. However, I have learned that if you prioritize your work, you can manage even the busiest day with a lot of ease.





[Read More Answers.](#)

### **Question # 51**

Explain me a situation where you were able to help out a colleague or team member?

#### **Answer:-**

Administrative assistants have to work effectively as part of a team or group. Your answers should highlight your ability to build relationships with other group members and show how you contribute to team success.

[Read More Answers.](#)

### **Question # 52**

Tell us who Do You Admire Most and Why?

#### **Answer:-**

"The why is typically much more important than the whom," Sarikas says. "So identify someone who has qualities you admire or has done something you aspire to do, and clearly articulate the specific reasons you admire that person. Avoid someone who could be controversial, if at all possible." With more businesses focusing on culture and fit, this question allows interviewers to see if your values mesh with the company's.

[Read More Answers.](#)

### **Question # 53**

Explain me are you able to use any relevant software packages?

#### **Answer:-**

If you have experience, mention the packages you have used. If not, get some training in the most important packages before your interview. Ask your recruitment consultant what are the best packages to learn.

[Read More Answers.](#)

### **Question # 54**

Explain me about a time when you had to adapt quickly to a new procedure or policy?

#### **Answer:-**

An administrative assistant has to provide support to a number of different people under a number of different circumstances. Your ability to adjust successfully to different individuals and task requirements is very important. Provide specific examples of when you had to adjust your approach and behavior in different situations.

[Read More Answers.](#)

### **Question # 55**

Explain me something about your previous experience as an administrative assistant?

#### **Answer:-**

There were several tasks which I performed including taking phone calls, directing visitors to the right departments, taking minutes of meetings, assisting in procurement of supplies and equipment and, managing correspondence and mail.

[Read More Answers.](#)

### **Question # 56**

Please explain how do you manage deadlines?

#### **Answer:-**

I have a track record of meeting deadlines. If I find that I cannot manage a deadline in advance, I work extra unpaid hours to work towards it. In fact, I have not missed a single deadline yet!

[Read More Answers.](#)

### **Question # 57**

Explain a typical day and the range of responsibilities in your previous job?

#### **Answer:-**

An office manager helps to keep the office running. This could include managing schedules, making phone calls, ordering supplies, getting coffee, assisting with meetings, etc. Office managers generally embody a variety of roles in your organization-so use this question to see how the candidate juggles all these responsibilities.

[Read More Answers.](#)

### **Question # 58**

Can you tell me what do you think your previous boss would say about you?

#### **Answer:-**

Your relationship with your boss will be very important as an administrative assistant. Think of any specific times you went above and beyond to help your previous employer.

"In addition to being told that I'm super organized, I'm confident that my former boss would tell you that I am one of the hardest workers they have had as an administrative assistant. You could always find me staying late to make sure everything has been completed and I would sometimes come in on the weekends if necessary. Also, I was often praised for my ability to handle multiple presentations at once and was recognized by the corporate office for my reporting skills."

[Read More Answers.](#)



### Question # 59

Please tell us how do you feel about multitasking at work?

#### Answer:-

Multitasking is a necessary part of an administration job, so say that you enjoy multitasking and the challenge of ensuring that multiple functions and jobs are completed accurately and on time is part of what motivates you in your work.

[Read More Answers.](#)

### Question # 60

Can you explain me what office-related software are you proficient with?

#### Answer:-

An office assistant is able to use various standard communication software, such as - emailing tools, Messenger, and Skype. Moreover, he/she is able to type and be proficient in Word, Office, PowerPoint, Excel, etc.

[Read More Answers.](#)

### Question # 61

What are your future your goals as Office Administrator?

#### Answer:-

I gradually want to reach at a managerial level where I would be able to utilize my experiences and talents for the growth of company.

[Read More Answers.](#)

### Question # 62

Can you tell me how do you deal with authority?

#### Answer:-

Say that you deal with authority as you deal with customers - with integrity, professionalism and politeness.

[Read More Answers.](#)

### Question # 63

Tell me what do you consider your administrative strengths?

#### Answer:-

When describing your past experience focus on the aspects that directly apply to the job you are interviewing for. Consider the needs of the organization and relate your skills and abilities to these. Carefully study the job description or posting to determine what the employer is looking for and outline how your previous work experience has equipped you for this job.

[Read More Answers.](#)

### Question # 64

Explain me how you handled correspondence at your previous work experience?

#### Answer:-

I used to receive fax, mail and couriers with signing the receipts and maintaining an organized record of each respectively. I used to sort and distribute all incoming or outgoing mail to the relevant departments and executives. It also included maintaining printers and fax machines for retrievals as well as routing incoming fax and also guiding others on how to use the specialized machines for sending fax.

[Read More Answers.](#)

### Question # 65

Tell us how would you react if you felt you were being pushed too far at work?

#### Answer:-

If pushed too far you would consider speaking to your manager about workloads and expectations and try to resolve the situation.

[Read More Answers.](#)

### Question # 66

Can you explain me why do you want to be an administrative assistant?

#### Answer:-

Chances are you will be asked this question, especially if you are switching careers and haven't had a job like this before. Think about the benefits of the actual position. You can go into why you want to work for the specific company in other questions.

"I am one of those people who really enjoys being super organized and finding ways to balance my time, which is why I started looking into become an administrative assistant. Actually, you can find me in my free time reorganizing my house and trying to discover the most efficient ways to maximize my time. Also, I truly enjoy making others happy and helping them succeed and I feel like this type of role would fit in with my personality."

[Read More Answers.](#)

### Question # 67

Explain me about time management in relation to the job of an office assistant?

#### Answer:-

Time management is crucial for any office assistant, who successfully coordinates and carries out many tasks simultaneously. Office assistants are often actively involved in managing the time of other office staff and managers. To be able to do that one must be able to manage his/her own time.



[Read More Answers.](#)

### **Question # 68**

Explain me do you enjoy meeting new people and interacting with customers?

#### **Answer:-**

Meeting people and speaking to customers is often a vital part of being an administrator. Say that you enjoy talking to people and that interaction with other people is often what makes the work most interesting.

[Read More Answers.](#)

### **Question # 69**

Please tell me what are your communication skills like?

#### **Answer:-**

Say that they are very good and that you can communicate well face-to-face, on the telephone and via the Internet on email. Tell us about a time in your professional career when you went out of your way to complete a task for someone else. Hopefully, you have some real experiences - but you may have forgotten them by now. Think back and try to recall a time that you may have helped somebody when they were under pressure or off sick.

[Read More Answers.](#)

### **Question # 70**

Tell us how do you check for errors in your work?

#### **Answer:-**

Attending to and completing all the details results in accuracy. Give examples of when you have addressed mistakes in your or other people's work. Focus on following the correct procedures to complete a task and check your work.

[Read More Answers.](#)

## **Administration Most Popular Interview Topics.**

- 1 : [Business Administration Frequently Asked Interview Questions and Answers Guide.](#)
- 2 : [Chief Operating Officer Frequently Asked Interview Questions and Answers Guide.](#)
- 3 : [Child Care Center Director Frequently Asked Interview Questions and Answers Guide.](#)
- 4 : [Branch Manager Frequently Asked Interview Questions and Answers Guide.](#)
- 5 : [Program Coordinator Frequently Asked Interview Questions and Answers Guide.](#)
- 6 : [Executive Secretary Frequently Asked Interview Questions and Answers Guide.](#)
- 7 : [File Clerk Frequently Asked Interview Questions and Answers Guide.](#)
- 8 : [Manager Administration Frequently Asked Interview Questions and Answers Guide.](#)
- 9 : [Office Coordinator Frequently Asked Interview Questions and Answers Guide.](#)
- 10 : [Program Manager Frequently Asked Interview Questions and Answers Guide.](#)

## About Global Guideline.

**Global Guideline** is a platform to develop your own skills with thousands of job interview questions and web tutorials for fresher's and experienced candidates. These interview questions and web tutorials will help you strengthen your technical skills, prepare for the interviews and quickly revise the concepts. Global Guideline invite you to unlock your potentials with thousands of [Interview Questions with Answers](#) and much more. Learn the most common technologies at Global Guideline. We will help you to explore the resources of the World Wide Web and develop your own skills from the basics to the advanced. Here you will learn anything quite easily and you will really enjoy while learning. Global Guideline will help you to become a professional and Expert, well prepared for the future.

\* This PDF was generated from <https://GlobalGuideline.com> at **November 29th, 2023**

\* If any answer or question is incorrect or inappropriate or you have correct answer or you found any problem in this document then don't hesitate feel free and [e-mail us](#) we will fix it.

You can follow us on FaceBook for latest Jobs, Updates and other interviews material.  
[www.facebook.com/InterviewQuestionsAnswers](http://www.facebook.com/InterviewQuestionsAnswers)

Follow us on Twitter for latest Jobs and interview preparation guides  
<https://twitter.com/InterviewGuide>

Best Of Luck.

Global Guideline Team  
<https://GlobalGuideline.com>  
[Info@globalguideline.com](mailto:Info@globalguideline.com)