

Office Assistance Interview Questions And Answers Guide.



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Office Assistance Job Interview Preparation Guide.

Question # 1

Tell me a little bit about yourself?

Answer:-

I'd be very surprised if you haven't been asked this one at every interview. It's probably the most asked question because it sets the stage for the interview and it gets you talking. Be careful not to give the interviewer your life story here. You don't need to explain everything from birth to present day. Relevant facts about education, your career and your current life situation are fine.

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Question # 2

Why did you leave you last job?

Answer:-

This should be a straightforward question to answer, but it can trip you up. Presumably you are looking for a new job (or any job) because you want to advance your career and get a position that allows you to grow as a person and an employee. It's not a good idea to mention money here, it can make you sound mercenary. And if you are in the unfortunate situation of having been downsized, stay positive and be as brief as possible about it. If you were fired, you'll need a good explanation. But once again, stay positive.

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Question # 3

What experience do you have relevant to the post?

Answer:-

Hopefully if you're applying for this position you have bags of related experience, and if that's the case you should mention it all. But if you're switching careers or trying something a little different, your experience may initially not look like it's matching up. That's when you need a little honest creativity to match the experiences required with the ones you have. People skills are people skills after all, you just need to show how customer service skills can apply to internal management positions, and so on.

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Question # 4

What do you know about this company?

Answer:-

Do homework before you go to any interview. Whether it's being the VP of marketing or the mailroom clerk, you should know about the company or business you're going to work for. Has this company been in the news lately? Who are the people in the company you should know about? Do the background work, it will make you stand out as someone who comes prepared, and is genuinely interested in the company and the job.

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Question # 5

Tell me where else you have also applied?

Answer:-

This is a good way to hint that you're in demand, without sounding like you're whoring yourself all over town. So, be honest and mention a few other companies but don't go into detail. The fact that you're seriously looking and keeping your options open is what the interviewer is driving at.

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Question # 6

What motivates you?

Answer:-

You should be motivated by life's noble pursuits. You want recognition for a job well done. You want to become better at your job. You want to help others or be a leader in your field.



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Question # 7

Why do you want to work at XYZ company?

Answer:-

Any research you've done on the company should have led you to the conclusion that you'd want to work there. After all, you're at the interview, right? Put some thought into this answer before you have your interview, mention your career goals and highlight forward-thinking goals and career plans.

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Question # 8

Suppose if your previous co-workers were here, what would they say about you?

Answer:-

Ok, this is not the time for full disclosure. If some people from your past are going to say you're a boring A-hole, you don't need to bring that up. Stay positive, always, and maybe have a few specific quotes in mind. "They'd say I was a hard worker" or even better "John Doe has always said I was the most reliable, creative problem-solver he'd ever met."

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Question # 9

What's your greatest strength?

Answer:-

Chance to shine. You're being asked to explain why you are a great employee, so don't hold back and stay do stay positive. You could be someone who thrives under pressure, a great motivator, an amazing problem solver or someone with extraordinary attention to detail. If your greatest strength, however, is to drink anyone under the table or get a top score on Mario Kart, keep it to yourself. The interviewer is looking for work-related strengths.

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Question # 10

What's your biggest weakness?

Answer:-

Completely honest, you may be kicking yourself in the butt. If you say you don't have one, you're obviously lying. This is a horrible question and one that politicians have become masters at answering. They say things like "I'm perhaps too committed to my work and don't spend enough time with my family." Oh, there's a fireable offense. I've even heard "I think I'm too good at my job, it can often make people jealous." Please, let's keep our feet on the ground. If you're asked this question, give a small, work-related flaw that you're working hard to improve. Example: "I've been told I occasionally focus on details and miss the bigger picture, so I've been spending time laying out the complete project every day to see my overall progress."

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Question # 11

What suggestion you have made that was implemented?

Answer:-

It's important here to focus on the word "implemented." There's nothing wrong with having a thousand great ideas, but if the only place they live is on your notepad what's the point? Better still, you need a good ending. If your previous company took your advice and ended up going bankrupt, that's not such a great example either. Be prepared with a story about an idea of yours that was taken from idea to implementation, and considered successful.

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Question # 12

Tell me are you good at working in a team?

Answer:-

Unless you have the I.Q. of a houseplant, you'll always answer YES to this one. It's the only answer. How can anyone function inside an organization if they are a loner? You may want to mention what part you like to play in a team though; it's a great chance to explain that you're a natural leader.

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Question # 13

Tell me has anything ever irritated you about people you've worked with?

Answer:-

Of course, you have a list as long as your arm. But you can't say that, it shows you as being negative and difficult to work with. The best way to answer this one is to think for a while and then say something like I've always got on just fine with my co-workers actually.

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Question # 14

So is there anyone you just could not work with?

Answer:-

No. Well, unless you're talking about murderers, racists, rapists, thieves or other dastardly characters, you can work with anyone. Otherwise you could be flagged as someone who's picky and difficult if you say, I can't work with anyone who's a Bronco's fan. Sorry.

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Question # 15

What issues which you've had with a previous boss?

Answer:-

If you fall for this one you shouldn't be hired anyway. The interviewer is testing you to see if you'll speak badly about your previous supervisor. Simply answer this question with extreme tact, diplomacy and if necessary, a big fat loss of memory. In short, you've never had any issues.

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Question # 16

What you have done further for your experience?

Answer:-

This could include anything from night classes to hobbies and sports. If it's related, it's worth mentioning. Obviously anything to do with further education is great, but maybe you're spending time on a home improvement project to work on skills such as self-sufficiency, time management and motivation.

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Question # 17

How you worked under pressure?

Answer:-

There are a few ways to answer this but they should all be positive. You may work well under pressure, you may thrive under pressure, and you may actually PREFER working under pressure. If you say you crumble like aged blue cheese, this is not going to help you get your foot in the door.

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Question # 18

Tell me would you rather work for job satisfaction or money?

Answer:-

We'd all love to get paid a Trump-like salary doing a job we love but that's rare indeed. It's fine to say money is important, but remember that NOTHING is more important to you than the job. Otherwise, you're just someone looking for a bigger paycheck.

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Question # 19

What is your 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.

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Question # 20

Why I should hire you?

Answer:-

As I'm sure you know, "because I'm great" or "I really need a job" are not good answers here. This is a time to give the employer a laundry list of your greatest talents that just so happen to match the job description. It's also good to avoid taking potshots at other potential candidates here. Focus on yourself and your talents, not other people's flaws.

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Question # 21

Is it 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.

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Question # 22

Tell 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.

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Question # 23

Tell me what kind of documents do you have experience of 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.

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Question # 24

Would you willing to put the interests of X Company ahead of your own?

Answer:-

Nasty question. If you say yes, you're a corporate whore who doesn't care about family. If you say no, you're disloyal to the company. I'm afraid that you'll probably have to say yes to this one though, because you're trying to be the perfect employee at this point, and perfect employees don't cut out early for baseball game.

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Question # 25

So would you rather be feared or liked?

Answer:-

The first time I just drew a blank and said, "I don't know." That went over badly, but it was right at the start of my career when I had little to no experience. Since then I've realized that my genuine answer is "Neither, I'd rather be respected." You don't want to be feared because fear is no way to motivate a team. You may get the job done but at what cost? Similarly, if you're everyone's best friend you'll find it difficult to make tough decisions or hit deadlines. But when you're respected, you don't have to be a complete bastard or a lame duck to get the job done.

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Question # 26

What salary range are you looking for?

Answer:-

Even if you know the salary range for the job, if you answer first you're already showing all your cards. You want as much as possible, the employer wants you for as little as you're willing to take. Before you apply, take a look at salary.com for a good idea of what someone with your specific experience should be paid. You may want to say, "well, that's something I've thought long and hard about and I think someone with my experience should get between X & Y." Or, you could be sly and say, "right now, I'm more interested in talking more about what the position can offer my career." That could at least buy you a little time to scope out the situation. But if you do have a specific figure in mind and you are confident that you can get it, I'd say go for it. I have on many occasions, and every time I got very close to that figure.

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Question # 27

How you ensure to keep good qualification for this post?

Answer:-

I understand that if the assistant does her job well and quickly, the office will function better. Therefore I really try my best to improve my performance every day, working a little bit faster and a little bit harder. I also study a lot, time management and effective communication, to keep improving myself. If you choose me for this job, I will be glad to get some advice on the subjects I should study, to be able to start well from the very first day.

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Question # 28

What are the powerful characteristics of 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.

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Question # 29

Why you want to be an office assistant?

Answer:-

You should try to convince the hiring manager that you really want to have this job. Motivation is crucial for every administrative assistant, do not forget on it. If you want to get hired, you can't look like someone who takes this job as a last option only.

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Question # 30

What are the main responsibilities of office assistant?

Answer:-

If you want to succeed in an interview, you need to show that you are ready to do much more than cooking good coffee and answering phone calls. You need to convince them that you see your vital role in a team and believe to influence the productivity of the office. Actually, the main duty of an administrative assistant is to carry out every task assigned by the boss, but on the top of that, to come up with his own ideas of what to do.

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