

OFFICE ADMINISTRATION EXAM

8th March 2014

TIME 1 ½ HOURS

- (1) (a) Mr. Henry has to attend a board meeting in California, USA from June 2– 5. He has asked you to make the necessary arrangement since his secretary is sick. Prepare a checklist of SIX activities that must be undertaken before his departure. (6 marks)
- (b) Identify THREE local places you need to contact. (3 marks)
- (c) Identify TWO monetary instruments he will need to take on his trip (2 marks)
- 2) (a) List FOUR avenues organizations use to attract applicants to fill vacant positions (4 marks)
- (b) Outline the difference between a job specification and a job description. Give an example of each. (6 marks)
- 3) List THREE pieces of equipment used by the staff of the accounts department to carry out their duties efficiently. (3 marks)
- 4) (a) List FIVE reasons for keeping accounts. (5 marks)
- (b) State FOUR functions of the accounts department. (4 marks)
- 5) The following figures represent the various totals of the analysis columns of a petty cash account with an imprest of \$300 over a one month period:
- Postage \$140
 - Carriage \$15
 - Stationery \$17
 - Sundries \$36
- (a) What is the total amount spent? (1 mark)
- (b) How much will the clerk need to request from the cashier to make up the imprest? (2 marks)
- (c) What is the purpose of petty cash? (3 marks)

Office Administration Test Questions Practice

Susan Perreira



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