

5 general administrative assistant interview questions



1. Name a skill that has helped you complete complex administrative work.
2. Name a skill you want to hone when you join our organization.
3. What is your favorite aspect of administrative work?
4. What has been your biggest impact on a team as an administrative assistant?
5. Tell me about a complex administrative project you completed. How did you approach it?

Sample Administrative Assistant Test

Huangqi Zhang



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