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Administration Psychometric Tests. Administrative Assistants are required to have a range of skills in order to thrive in their role. As such, the recruitment process is likely to include aptitude and psychometric assessments to match the suitability of a candidate with the role requirements, as well as an interview.

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When answering this question it is important to use the STAR technique to describe how you have used key administrative assistant skills in the past and how you will use them to contribute to this organization. Example: "I consider the administrative assistant role to be critical for making sure an office runs smoothly. In order to ensure the ...

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Put your administrative knowledge to the test by having a go at our challenging Administrative Assistant quiz. These questions are all related to the workings of an office. Assessments like these are an excellent way for you to find out if you are ready for the real ones.

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This qualification is an entry level qualification which is vocational and industry orientated. It encapsulates introductory knowledge in the areas of general business administration within an office environment and will prepare the successful graduate for a position in the general business environment.

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Example: "The administrative assistant might seem like someone whose job is simply keeping everything filed and organized and scheduled. But they actually are the building block of the entire office, making everyone's lives function more smoothly and with good access to information when they need it."