10 Common Interview Questions for Executive Secretary Job Applicants

- Why executive secretary?
- Why our company?
- Tell us something about your experience.
- How do you imagine a typical day in work?
- What are your strengths and weaknesses?
- How would you cope with an angry customer, or business partner?
- Can you work with MS Office? How would you rate your skills?
- What are your salary expectations?
- How long do you want to work here?
- Why should we hire you, and no tone of the other job applicants?