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Administrative Assistant Interview Questions

1. Why do you want to work as an administrative assistant?
2. What do you want to accomplish on this position ?
3. What are the main responsibilities of an administrative assistant, from your point of view?
4. This job is repetitive, and it can become boring. How do you plan to motivate yourself in work?
5. What are your weaknesses?
6. What software applications can you work with?
7. What characterize a good administrative assistant from your point of view?
8. What was the biggest mistake you made in your administrative work?
9. How do you handle multitasking?
10. Describe a conflict you had with your colleague. How did you solve the conflict?
11. Describe a situation when you were under pressure in work.
12. Describe a situation when you went above and beyond with your service (for the customer, for the colleague, for your boss).
13. Describe a situation when you reached a goal and tell us how you achieved it.
14. Describe a situation when you had to motivate someone in work (your colleague, your subordinate, or even your superior).
15. Describe a situation when you did not agree with the opinion of your superior or supervisor, and knew that they were wrong. How did you handle the situation?
16. Describe a situation when you faced a particularly demanding problem or challenge in your personal life. How did that affect you in your job?
17. Describe a time when you struggled with motivation in job (it was repetitive, you did not enjoy your duties, there was no work to do, etc). How did you overcome the crisis of motivation?
18. Describe the biggest failure of your professional career.

Source and answers to the questions: <https://interviewpenguin.com/administrative-assistant-interview-questions/>