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Office Manager Interview Questions

1. Why do you want to work as an Office Manager?
2. Can you tell us more about your working experience?
3. How do you imagine a typical day in a work of an Office Manager in our company?
4. A lot of things happen in an office each day. How do you plan to prioritize your work?
5. What computer programs do you have experience with?
6. How do you plan to motivate the office workers who will work under you?
7. How do you ensure to make no mistakes in your office work?
8. Describe a time when you designed and introduced a new effective procedure to your office work.
9. What do you consider your biggest weakness as a manager?
10. Describe a time when you had a conflict with someone else in the office. How did you handle the conflict?
11. Why did you leave your last job?
12. Tell us about a situation when you had to meet a tight deadline. What did you do to deliver your work on time?
13. Where do you see yourself in five years time? (How long do you want to work as an office manager?)
14. Many companies look for new office managers. Why did you apply for this job with us, and not with one of our competitors?
15. How do you keep track of office resources, and how will you choose your suppliers?
16. How do you feel about accompanying some of the managers on business trips?
17. Describe a time when you felt overwhelmed with your work. What did you do to overcome the crisis?

Source & answers: <https://interviewpenguin.com/office-manager-interview-questions/>