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Toughest Interview Questions and Answers!

Reference: WomenCo. Lifestyle Digest,

updates@m.womenco.com 1. Why do you

want to work in this industry?, A secretary,

personal assistant, or administrative

assistant is a person whose work consists of

supporting management, including

executives, using a variety of project

management, communication, or

organizational skills., Secretary Interview

Questions. Secretaries lighten the load for

the executives they support by taking on a

wide range of clerical and administrative

tasks. Their job responsibilities are similar to

those of Administrative Assistants and

Executive Assistants., In most interviews, but

this varies depending on the job sector and

employer, you will be asked around 10

interview questions during a 45 minute

interview. A personal assistant (PA),

sometimes referred to as a executive

secretary will works closely with senior

managerial team members providing

administrative support.

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