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Office administration and
office management is a vital
course to not only office

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managers but also for receptionists. The quiz below tests on the fundamentals of office management. Take it up and see how much you know on the subject.

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Administration Situational
Judgement Tests. The
situational judgment test is
a set of questions assessing
how you might react to
hypothetical events and

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Situations that are encountered in the workplace. Based on how you answer the situational judgement test, the company will get an understanding of whether you're a good fit for them.

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Office Administration Test:
Free Practice Questions
(2021)

OFFICE ADMINISTRATION TIME:3
HRS INSTRUCTIONS Answer any
FIVE questions. ALL
questions carry equal marks.

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1. Explain in point form the factors that an office manager should consider when allocating tasks to members of staff. (20 marks)
2. Briefly explain the basic factors which should be considered when buying

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modern office furniture. (20
marks)

Office Administration

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examination questions

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Question 10 One practical way to bring down office expenditure is to; A. Keep the office windows open throughout the day. B. Send

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everyone home one hour early
from work. C. Get staff to
send out letters rather than
emails. D. Turn off unused
lights and computers or
laptops at the end of the
day. Question 11

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Administrative Assistant
quiz, online, test yourself

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Administrative Assistant
Interview Questions and
Answers While preparing, it
can be useful to review
questions you might be

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Question Papers
asked. Give some thought to how to frame a response, highlighting specific experiences and successes from previous jobs.

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Question 1 Medical Office
Management Practice Test for
the Medical Assistant test.
Which of these outgoing
phone calls would be the
most appropriate for a
medical assistant to make? a
follow-up call to a patient

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who was dissatisfied with
their medical treatment.

Question 1 of the Medical
Office Management Practice
Test ...

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accomplishing daily tasks at
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Aptitude Test . The role of
an administrator involves a
great deal of multitasking.
You will work with teams,
oversee the operations of
your company, manage groups,

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Coordinate with management and engage in planning according to the needs of your company. If there are office resources or administrative issues, you will ...

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Office Administrator

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Aptitude skills

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test is taken for posts in
various companies ...

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assistant is charged with

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providing administrative support for a healthcare provider. Their duties may include greeting patients, scheduling appointments, filing insurance claims, and answering incoming calls. Are you planning to make an

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entrance into the job market
anytime soon? Take up the
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