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Level 1 Exam Questions
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and office management
is a vital course to not
only office managers
but also for
receptionists. The quiz

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below tests on the fundamentals of office management. Take it up and see how much you know on the subject.

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Tests. The situational judgment test is a set of questions assessing how

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you might react to hypothetical events and 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.

Office Administration

Test: Free Practice

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Questions (2021)

OFFICE
ADMINISTRATION
TIME:3 HRS

INSTRUCTIONS

Answer any FIVE
questions. ALL
questions carry equal
marks. 1.Explain in
point form the factors
that an office manager
should consider when
allocating tasks to
members of staff.(20

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marks) 2. Briefly explain the basic factors which should be considered when buying modern office furniture. (20 marks)

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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 everyone home
one hour early from

work. C. Get staff to
send out letters rather

than emails. D. Turn off

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unused lights and
computers or laptops at
the end of the day.

Question 11

Question

Administrative Assistant
quiz, online, test
yourself ...

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

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

Administrative Assistant Interview Questions and Answers

076 547 5392 Mon-Fri
(8am-4:30pm) Sat
(9am-4:00pm)

admin@prepexam.co.za

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OFFICE ADMINISTRATION NCV - PrepExam

Question 1 Medical
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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 who was

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dissatisfied with their
medical treatment.

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

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logistics within an
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styles and
methodologies for
accomplishing daily

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tasks at the office. You want an administrative officer who is dependable, trustworthy, efficient, flexible, discreet, self-motivated and able to multitask. ...

5 Administrative Officer Interview Questions and Answers

About Office

Administrator Aptitude

Test . The role of an

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administrator involves a great deal of multitasking. You will work with teams, oversee the operations of your company, manage groups, coordinate with management and engage in planning according to the needs of your company. If there are office resources or administrative issues,

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you will...

Administration

Office Administrator

Aptitude Test to assess

Aptitude skills

The Administrative Assistant test evaluates a candidate's aptitude for understanding numerical information, comprehension of written communication, and ability to make logical conclusions

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about facts and figures..

It's an ideal test for the
pre-employment
screening of candidates

applying for office-
based clerical roles,
such as administrative
assistants or secretaries.

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The test itself is a series
of questions which are
designed to test your

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capabilities on various subjects relating to the administrative assessment post. Some are high-level maintenance jobs, while others can be slightly lower on the administrative ladder. This includes the civil services jobs. The test is taken for posts in various companies ...

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A medical administrative assistant is charged with providing administrative support for a healthcare provider. Their duties may include greeting patients, scheduling appointments, filing insurance claims, and answering incoming

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calls. Are you planning to make an entrance into the job market anytime soon? Take up the test below and see just how qualified you are for this post. All the best in ...

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