

## Executive Assistant to the Zoo Director

**Recruitment number:** Zoo-1140-June10

### Required supplemental questions

- All applicants must submit a written or typed response to each of the following.
  - The responses must be addressed individually and included with the application on a separate sheet(s).
  - Write your telephone number, including the area code, in the upper right corner of each page, but not your name.
  - Your responses will be used as part of your application evaluation.
1. **Describe your experience in maintaining executive electronic calendars/schedules. What considerations do you take into account when resolving scheduling conflicts and establishing priorities? (Please be specific.)**
  2. **Describe your experience performing complex administrative/executive assistant duties, including the independent completion of projects. Include a description of your experience streamlining or otherwise increasing efficiencies and productivity.**
  3. **Describe your computer and software skills. Please be specific about the software you've used, your level of expertise and the types of documents you've created with each application.**