

Administrative Assistant

Recruitment number: PLAN-6008-July10

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 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.**
 2. **Describe your role and experience in scheduling and coordinating the logistics for complex meetings, appointments and events with attendees that have very busy schedules.**
 3. **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.)**
 4. **Have you ever provided support in an office that dealt with topics and issues that were politically sensitive or that had political implications? If so, please describe the extent of your interaction experience interacting effectively and providing customer service with staff, elected officials and the public.**
 5. **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.**