

Executive Assistant

Oregon Convention Center

Recruitment number: OCC-8045-Feb10

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 tracking budgets, payment and payroll, and your experience coordinating purchasing.**
 - 2. Define what "Executive Support" means to you.**
 - 3. Describe your experience with heavy scheduling in a fast paced work environment with many interruptions.**