

STAGE 1 SELECTION: VIDEO INTERVIEW

Dear Applicant,

You are now required to complete the first stage video interview for the position of **PERSONAL ASSISTANT**. Please note that this video interview will be used to shortlist you for final interview with our client.

In this stage, you will be required to upload a video answering **the interview questions** below

Kindly follow the steps below:

1. View interview questions and given answers while recording yourself on a youtube video.
2. Answer questions using examples and scenarios for your previous work experience to support your response.
3. Create video and post video link when you submit resume on this website and in you cover letter when you click the apply button.

Steps to Create the Video

1. Visit www.youtube.com to create a youtube account
2. Click on the video record icon
3. Select Record, NOT go live
4. Record video of yourself while answering interview questions
5. Give it a title
6. Description: for the purpose of interview
7. Privacy: leave as default unlisted
8. Click on the blue arrow to upload
9. Wait to upload
10. Click on share
11. Get the link
12. Send the link

The video should be done in a quiet environment and should be less than 5 minutes. Your creativity and concision will be a plus.

YOUR INTERVIEW QUESTIONS

Explain through your past experience, how you acted as a point of contact between the manager and internal/external clients?

What do you understand by call log?

Explain how you handle requests and queries in your past place of work?

Explain a scenario from your past experience, when you were asked to plan a travel arrangement in the period of 3 days, how did you achieve that?

Which software can you use to take minute in a meeting?

Explain through your past experience, how you source office supplies without any mistake or gross misconduct?

Which software can you use to create reports, presentations?

Explain how you devise and maintain office filing system in your past place of work?

Why did you leave your last place of work?

How much were you earning?

Why should you be taken for this role?

DO NOT TRY TO UPLOAD ON OUR SITE, ONLY POST VIDEO LINK. DON'T FORGET CLICK APPLY AND POST YOUR VIDEO IN RESUME SECTION AND WITHIN APPLICATION COVER LETTER

We wish you all the best