

STAGE 1 SELECTION: VIDEO INTERVIEW

Dear Applicant,

You are now required to complete the first stage video interview for the position of **OFFICE 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 your resume on this website and in your 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, **DO NOT** go live
4. Record video of yourself while answering interview questions
5. Give it a title
6. Description: for the purpose of Afconrecruit 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

What are you expected to do when a client or visitor walk in to the office?

What do you understand by call logs?

What software can you use to prepare agendas?

How can you plan and manage office schedule?

What do you understand by recording minutes in meetings?

What is the purpose of recording minutes in meetings?

Explain through your past experience, how you are assigned to make sure the organization environment is clean?

What do you understand by record keeping?

What do you understand by analyzing data?

Explain how you manage corporate document in your past place of work?

Explain through your past experience, how you perform general accounting tasks, invoices, statements, records, deposits?

What do you understand by creating weekly and monthly report?

What software can you use to create an adequate report?

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