

## Office Management Mcqs With Answers

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school project to complete, or maybe a friend or family member has been affected by HIV Maybe you realize it's important to know about HIV because you are responsible for your own health and

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Application. I applied online. The process took 2 weeks. I interviewed at United Nations (New York, NY). Interview. First round - Online assessment using Excel, powerpoint and a 200 word summary of a report (90 minutes total) Second Round - Interview on the phone with future supervisors and current interns. Was asked behavioral questions, office specific questions and then given a case to solve.

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OFFICE PROCEDURES Multiple choice Questions & Answers Referent power Answer: C (7) The Project manager should be able to fulfill the role of: 1. an integrator 2. a functional manager 3. a line manager 4. a sponsor Answer: A (8) The most successful

### **Bing: Office Management Mcqs With Answers**

FRONT DESK Objective type Questions with Answers. 22) If you receive a call while at the front desk, what should you do? A. Direct the call to the back office B. Politely ask the guest in front of you to wait while you take the phone call C. Answer the phone and place the caller on hold Ans: A

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OFFICE PROCEDURES Multiple choice Questions & Answers Referent power Answer: C (7)The Project manager should be able to fulfill the role of: 1. an integrator 2. a functional manager 3. a line manager 4. a sponsor Answer: A (8)The most successful project manager usually: 1. works their way up from assistants in the project office to full-fledged project managers, supplementing that experience with

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