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Question 10 One practical way to bring down office expenditure is to; A. Keep the office windows open throughout the day. B. Send everyone home one hour early from work. C. Get staff to send out letters rather than emails. D. Turn off unused lights and computers or laptops at the end of the day. Question 11

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Office Administrator Aptitude Test to assess Aptitude skills

The Administrative Assistant test evaluates a candidate's aptitude for understanding numerical information, comprehension of written communication, and ability to make logical conclusions about facts and figures.. It's an ideal test for the pre-employment screening of candidates applying for office-based clerical roles, such as administrative assistants or secretaries.

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The test itself is a series of questions which are designed to test your capabilities on various subjects relating to the administrative assessment post. Some are high-level maintenance jobs, while others can be slightly lower on the administrative ladder. This includes the civil services jobs. The test is taken for posts in various companies ...

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A medical administrative assistant is charged with providing administrative support for a healthcare provider. Their duties may include greeting patients, scheduling appointments, filing insurance claims, and answering incoming calls. Are you planning to make an entrance into the job market anytime soon? Take up the test below and see just how qualified you are for this post. All the best in ...

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