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main content: AI-powered career advice, guidance, support? Ask Maya from Muse.Advice / Job Search / InterviewingSDI Productions/Getty Images An administrative assistant works to make their team, a group of executives, or a group of other admins successful, while getting things done in the most efficient way possible. While often behind the scenes, they're at the core of the business. Trending SearchesSEARCH ALL JOBS "Assistants are uniquely positioned in the center of the organization," said Peggy Vasquez, author of Not, "Just An Admin!" They have contact with more people, systems, businesses, [and] clients than anyone else in the company. They have a ton of influence and insight that can make a company be extremely successful or not." Whether you're looking for an administrative assistant role as a career launchpad to move into a variety of positions, to become a trusted partner to the CEO or another executive, or to be an invaluable team member at the center of a company, you first need to impress during an interview. SEARCH OPEN JOBS ON THE MUSE! See who's hiring here, and you can even filter your search by benefits, company size, remote opportunities, and more. Then, sign up for our newsletter and we'll deliver advice on landing the job right to you. To land that coveted administrative assistant job offer, come prepared, do your research about the company, and be ready to answer common interview questions as well as the questions below, which frequently come up for admin roles, from entry- and mid-level administrative assistants, companies seek candidates with great soft skills, more so than a predefined number of years' experience or technical background. In general, hiring managers are looking for candidates who communicate effectively, solve problems creatively, and stay on top of endless details to support the team and help everyone move the business forward. The main things hiring managers are looking for are: Communications skills: As an administrative assistant, you'll be the primary point of contact for internal and external communications. You'll be responsible for managing email, scheduling, and other administrative tasks. Organizational skills: As an administrative assistant, you'll be responsible for managing calendars, planning events, project management, and otherwise hitting deadlines. The small details are vital. When your executive misses a meeting, money could be on the line. An admin staying organized helps the business meet its goals.Collaboration skills: As an administrative assistant, you'll work with your manager or managers as well as folks in other departments to keep everything running smoothly and deliver on projects. You need to be able to do this effectively.Computer skills: Much of an administrative assistant's role is on the computer, whether that be reviewing or writing emails, managing calendars, or crafting PowerPoint presentations. However, you can gain computer skills on the job, whereas communication skills are much harder to teach. So if this is your weak point, don't panic! You can still land a great position if you show you're willing and able to learn. Keep these skills in mind as you prepare to answer questions for your administrative assistant interview. Working them in where it makes sense can help solidify you as the best candidate in the mind of a recruiter or hiring manager. Hiring managers look to administrative assistants to be the most organized person in the office. Whether it's scheduling meetings, hitting deadlines, or having documents ready at a moment's notice, staying organized is essential to executing the role well. Organizational tools—from Google Calendar to Asana and other project management software—can help you excel in this role, so don't be afraid to tout that you have experience with these. Staying organized goes beyond making sure you know where every file is. "It may sound simple to manage calendars, but it makes a huge impact on an organization and can be complex. The admin must exercise good judgment and drive the right priorities," says Trenea Diebolt, a talent VP, Global Talent Attraction, How to Answer Before your interview, think about what project management, organizational, and calendaring tools you have used in the past. Be ready to explain how you use them and how they help you stay organized. Interview questions to expect: "How do you stay organized?" "What tools do you use to stay organized?" "How do you manage your time?" "How do you prioritize tasks?" "How do you handle multiple tasks?" "How do you manage your calendar?" "How do you manage your email?" "How do you manage your phone?" "How do you manage your social media?" "How do you manage your travel?" "How do you manage your expenses?" "How do you manage your time?" "How do you prioritize tasks?" "How do you handle multiple tasks?" "How do you manage your calendar?" "How do you manage your email?" "How do you manage your phone?" "How do you manage your social media?" "How do you manage your travel?" "How do you manage your expenses?" "How do you manage your time?" "How do you prioritize tasks?" "How do you handle multiple tasks?" "How do you manage your calendar?" "How do you manage your email?" "How do you manage your phone?" "How do you manage your social media?" "How do you manage your travel?" 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