

Exam Set for the ADMINISTRATIVE ASSISTANT III (SG9) for MIS

- Why do you want this computer clerk job? (10 points)
 - I am comfortable to do computer/ clerical job ever since 2014 I became an IT minister in our church which are not just related to technicalities but also in administrative tasks. I also have experienced in clerical job in Philippine Statistic Authority and Fila Philippines, and I am still confident that I could still grow in this job, there are things that I could still enhance to excel in this job.
- What challenges are you looking for in this computer clerk position? (10 points)
 - Doing the job/task as a team would be challenging since I have to adopt to a new environment and co-workers.
- How will your administrative skills contribute to the organization? (10 points)
 - I am proficient in Microsoft office; I could type approximately 45-60 per minute with an accuracy of 99-100%. I am also keen to details and error. I also have some knowledge in computer matters like computer software and hardware trouble shooting. I could also do graphical designs and web development but since my job is about administrative clerk. I have knowledge in any google documents management and email specialist. If there are things I could help with my job, I could self-study and given by a short time I could learned it fast.
- If you were to suggest improvement in the current FNRI main website, what will it be to attract more viewers and engagement from users? (20 points)
 - The website itself is user-friendly enough but I guess it lacks blog post that could invite viewers to the website, and its SEO needs more key words like when I search in google "nutritious Filipino foods" it will be better if the website could be seen at the top of google web page. When it comes to graphical design of the website. I believe in simplicity is beautiful. Using material-ui/ colors would be best in graphical design since it was the trend nowadays.

Computer Test For Office Assistant

ML Yell



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