

Step 2: Questionnaire

We are interested in the things you can do. We want to know how much knowledge you have in the following list of skills.

Please rate your proficiency for every line item.

1. No Experience
2. Good
3. Excellent
4. Expert

Office Assistant

1. Admin Assistant
2. Data Entry
3. Email Management
4. Event Planning
5. HR Management
6. Project Coordinator
7. Quality Assurance
8. Research
9. Transcription
10. Travel Planning and Booking
11. Process Building
12. Google Documents
13. PPT Presentation
14. MS Office

Please specify MS office tools you are proficient with.

Word

Excel

Powerpoint

Outlook Ninja

Access

Language Skills 8

1. English

Speaking

Translation

Writing

Do you speak other languages? Please list and provide level of proficiency per language

Financial Management

Are you familiar with any online Bookkeeping software such as Xero, MYOB, RECKON, Other?

1. Accounting

2. Bookkeeping

3. Business Planning

4. Proposals

5. Financial Analysis

6. Financial Forecasting

7. Financial Management

8. Payroll

9. Strategy Planning

10. Taxation

Please list all other skills that were not mentioned above and your proficiency.