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Top 21 Office Manager Interview Questions

- 1)What do you mean by the concept of prudence? Explain the concept with a practical application.
- 2)What is your understanding of the term financial statements?
- 3)We believe managers must show “quality” in their business operations. How do you interpret the term “quality”?
- 4)Describe a situation when you showed commitment at your workplace.
- 5)As an office manager you will be required to perform repetitive tasks that might be boring for you to perform on a daily basis. How do you cope with this monotony?
- 6)Office managers do not deal with the customers of the company. Comment on this statement.
- 7)What is your ethical team culture?
- 8)Describe about a time when your office budget did not get necessary approvals.
- 9)Name three best software that are used widely in the industry for efficient office management.
- 10)Office managers operate in a challenging business environment. How do you manage your failures?
- 11)Describe your best boss and worst boss.
- 12)What is your dream job?



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- 13) Office manager is a generalist position and you will be required to work under various fields. How do you manage your work related stress?
- 14) What are your salary expectations?
- 15) How do you prefer to work – team or alone?
- 16) As an office manager, you will perform several tasks in a single day. How do you prioritize?
- 17) What are your strengths as an office manager?
- 18) Motivation is a necessary element to give our best. What motivates you to work?
- 19) When can you start working for our office?
- 20) Why you chose us?
- 21) Do you have any questions for us?

Source and more details: <https://prepmycareer.Com/office-manager-interview-questions/>