**Personal Assistant – Questionnaire**

1. Do you have prior experience at similar positions (personal assistant, executive assistant, office manager)?

* No experience
* Less than a year
* 1-3 years
* More than 3 years

1. Do you have prior experience in similar positions (personal assistant, executive assistant, office manager) working remotely?

* Yes
* No

1. Do you have prior experience in similar positions (personal assistant, executive assistant) working for C-level executives?

* Yes
* No

1. What is your level of proficiency in English?

* Beginner
* Intermediate
* Advanced
* Proficient

1. How familiar are you with work in following software:

|  |  |  |
| --- | --- | --- |
| MS Office (Word, Excel, PowerPoint) | * Beginner |  |
| * Intermediate |  |
| * Advanced |  |
|  |  |  |
| Google Docs, Sheets | * Beginner |  |
| * Intermediate |  |
| * Advanced |  |