**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
 |[ ]