**Would working as an Office Manager (m/w) be a good fit for you?**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How did you hear about us?
2. Have you completed vocational training / internship / traineeship? If yes, in which industry?
3. What experience do you have with the event industry and/or with event agencies?
4. Where have you been able to take on project responsibilities so far, and what personal successes have you had in this area?
5. What do you do when someone (i.e. a boss or supervisor) assigns you more tasks than you can handle yourself, and you know it is impossible for you to do the tasks?
6. You are on the phone with someone who would like specific information on VoxR that you do not have/know. Describe your approach and how you would handle the call.
7. Do you already have experience in the field of online marketing (AdWords, Facebook ads, etc. – NOT simply social media posting)? If so, please describe your experience.
8. Do you have experience with InDesign/Photoshop and/or WordPress? If so, please describe your experience.
9. You are an employee in a company which sells a product or service at the regular price of €1.500. Your customer would like to hire you, but only has a budget of €1.000. What do you do, or what solution do you suggest?
10. Ten minutes before an important event, where you want to use our digital online VoxR tool, you realize that O2 customers have no mobile reception. What do you do?
11. What makes a positive work climate, and how do you contribute to it?
12. What are the most important qualities that a boss/manager/supervisor should have for you to work well with him/her?
13. The VoxR Team is a strictly ***non-smoking*** office – even during breaks. Would that be okay with you?
14. How is your German? Are you a native English-speaker?
15. If there is a personal interview, what questions would you have for us?
16. Would you like to add anything?