

Order Entry Administrator Interview Questions

1. Share an experience you had in dealing with a difficult person and how you handled the situation.

2. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

3. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

4. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

5. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

6. Please share an experience in which you presented to a group. What was the situation and how did it go?

7. Provide an example when your ethics were tested.

8. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

9. Provide an example of when you were persistent in the face of obstacles.

10. Share an experience in which you prepared invoices, shipping documents, and/or contracts.