

Office Section

Please tick those areas that you have covered

Reception

- Duties:-**
- | | |
|--------------------|--------------------------|
| Meeting & Greeting | <input type="checkbox"/> |
| Postal Duties | <input type="checkbox"/> |
| Switchboard | <input type="checkbox"/> |
| Visitor Book | <input type="checkbox"/> |

Switchboard :- _____ No of Incoming Lines _____ No of Extensions _____

General Clerical / Administration / Secretarial / PA

- Duties:-**
- | | |
|-------------------------------|--------------------------|
| Filing, Faxing & Photocopying | <input type="checkbox"/> |
| Typing of Letters | <input type="checkbox"/> |
| Typing of Reports | <input type="checkbox"/> |
| Taking Minutes of Meetings | <input type="checkbox"/> |
| Booking of Accommodation | <input type="checkbox"/> |
| Organising Meetings | <input type="checkbox"/> |
| Email | <input type="checkbox"/> |

Additional Information :-

Accounts (Computerised Only)

- Duties:-**
- | | |
|-----------------------------------|--------------------------|
| Purchase Ledger | <input type="checkbox"/> |
| Sales Ledger | <input type="checkbox"/> |
| Preparation to Trial Balance | <input type="checkbox"/> |
| Bank Reconciliation | <input type="checkbox"/> |
| Banking | <input type="checkbox"/> |
| Wages | <input type="checkbox"/> |
| Calculation of Overtime / Bonuses | <input type="checkbox"/> |
| Invoice Preparation | <input type="checkbox"/> |
| Dealing with Delivery Notes | <input type="checkbox"/> |

Additional Information :-

Computer Literacy

Environments

DOS Win 98 Win 2000 Win ME Win XP

Applications Packages

- | | | | |
|---------|--------------------------|-------------|--------------------------|
| Word | <input type="checkbox"/> | Excel | <input type="checkbox"/> |
| Access | <input type="checkbox"/> | WordPerfect | <input type="checkbox"/> |
| Lotus | <input type="checkbox"/> | PowerPoint | <input type="checkbox"/> |
| Sage | <input type="checkbox"/> | Outlook | <input type="checkbox"/> |
| Ability | <input type="checkbox"/> | | |

Would you consider yourself to be computer literate? YES / NO

Bespoke Systems Used :- (Please State Name & Nature of Product).....

Please state typing speedwpm Tested @ ()

Name.....Signature.....Date.....