

## Brokerage Office Manager Interview Questions

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| 1. What is the most challenging part of budgeting for you?                                                                                                 |
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| 2. Name a time when your advice to management led to an improvement in your company or otherwise helped your employer.                                     |
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| 3. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?           |
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| 4. Provide an example of when you set expectations and monitored the performance of subordinates. What guidance and direction did you find most effective? |
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| 5. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)                        |
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| 6. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.                                            |
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| 7. Share an experience you had in dealing with a difficult person and how you handled the situation.                                                       |
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| 8. Tell me how you organize, plan, and prioritize your work.                                                                                               |
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| 9. What are some long-range objectives that you developed in your last job? What did you do to achieve them?                                               |
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| 10. Share an experience when you applied new technology or information in your job. How did it help your company?                                          |
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