

## Job Requirements

- How many years of administrative clerical experience do you have?
  - I have spent two years of administrative clerical experience from working at Bogert
- How many years of customer service experience do you have?
  - I have 3-4 of customer service.
- Do you speak Spanish in addition to English?
  - Although I do not speak Spanish at the moment, I am working on improving my fluency.
- Will you be able to reach our location reliably?
  - Yes, I'll be able to reach your location consistently.
- Do you know how to use the Office 365 suite, or do you need training?

## Job Questionnaire

Although I have some experience with Google Suite, I will require some training on Office 365. I'm determined to expedite the process by continuing to learn outside of the workplace.

- What would make you a good fit for our organization, and why should we choose you compared to other candidates?
  - Because of my solid work ethic, teamwork orientation, and excellent communication abilities, I think I would make a valuable addition to your company. My ability to communicate clearly guarantees productive teamwork and problem-solving. As a committed team player, I am aware of how critical amicable cooperation is to accomplishing organizational objectives. My strong

work ethic also motivates me to constantly produce outcomes that are of the highest caliber. These characteristics help me stand out from the competition and fit in nicely with your organization's goals and values, especially with my eagerness to learn and adapt.

- What is making you leave your current employer? (if employed)
  - Not currently employed
  
- Indicate your most important motivators: List the 3 most important for you among Purpose, Autonomy, Relationships, Growth, Master skills, Recognition, Financial.
  - The three things that drive me the most are relationships, growth, and skill mastery. I have a strong desire to keep getting better and expanding my skill set because I think that being an expert in my field is crucial to both career success and personal fulfillment. For me, it's also critical to establish and maintain positive relationships at work because they promote a cooperative, encouraging atmosphere that raises output and job satisfaction. Last but not least, growth is a major source of inspiration for me since I'm constantly looking for ways to develop professionally, learn new things, and take on challenges that will test the limits of my abilities.
  
- If you could choose, would you prefer a part-time or full-time position?
  - Due to my school schedule, I am flexible in either role, though I would prefer a full-time one.

- Our compensation package is clear for this position; however, what is the lowest monthly compensation within the range offered you could start and prove you may be the right fit for this position?
  - Indicate monthly salary for part-time.
  - 1750-2250
  - Indicate monthly salary for full-time.
  - 2500-3000
- What are your "3 to 5" years of professional and financial goals?
  - I envision myself greatly improving my soft skills—like teamwork, communication, and leadership—over the course of the next three to five years, as these are essential for success in any kind of professional setting. In terms of technical abilities, I want to improve my Office Suite proficiency so that I can use these tools to their fullest potential for impact and productivity in my role. My main financial objective is to become successful and stable enough to move to a new apartment with my wife, which will represent both professional and personal growth. This progression highlights my dedication to long-term planning and ongoing improvement by reflecting a balanced approach to developing my career and personal life.
- If you are hired, when would you be able to start?
  - I'm available to start as soon as possible. I recognize the importance of filling this position as soon as possible and am eager to join the team.

Please confirm your contact information.

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