# Buyer Purchasing Job Interview Questions And Answers



# **Interview Questions Answers**

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# **About Interview Questions Answers**

**Interview Questions Answers . ORG** is an interview preparation guide of thousands of Job Interview Questions And Answers, Job Interviews are always stressful even for job seekers who have gone on countless interviews. The best way to reduce the stress is to be prepared for your job interview. Take the time to review the standard interview questions you will most likely be asked. These interview questions and answers on Buyer Purchasing will help you strengthen your technical skills, prepare for the interviews and quickly revise the concepts.

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# **Buyer Purchasing Interview Questions And Answers Guide.**

### Question - 1:

What are your strengths In Buyer Purchasing?

### Ans:

This is one of the most common questions you will be asked. Give an answer relevant to the skills and qualities relevant to the position you are applying to. The interviewer is trying to find if your strengths match the job. For example, if you are applying for a job In Buyer Purchasing where accuracy is an important issue, one of your strengths could be that you have an eye for detail. It may useful to find different words to describe similar attributes and qualities in order to avoid repetition. *View All Answers* 

### Question - 2:

What did you like least about your last (or current) job In Buyer Purchasing?

### Ans:

Don't vent or focus on the negative with brutally honest answers such as "My boss was a jerk," or "The company culture was too politically correct," or "They just weren't giving me the opportunity to take my career to the next level." Instead, keep the emphasis on the positive, even though there are sure to be things you weren't happy about.

View All Answers

### Question - 3:

What is your greatest professional achievement?

### Ans:

Nothing says "hire me" better than a track record of achieving amazing results in past jobs In Buyer Purchasing, so don't be shy when answering this interview question! A great way to do so is by using the S-T-A-R method: Set up the situation and the task that you were required to complete to provide the interviewer with background context (e.g., "In my last job as a Buyer Purchasing, it was my role to manage the invoicing process"), but spend the bulk of your time describing what you actually did (the action) and what you achieved (the result). For example, "In one month, I streamlined the process, which saved my group 10 man-hours each month and reduced errors on invoices by 25%."

View All Answers

### Question - 4:

What is your greatest strength In Buyer Purchasing?

### Ans:

This is your time to shine. Just remember the interviewer is looking for work related strengths In Buyer Purchasing. Mention a number of them such as being a good motivator, problem solver, performing well under pressure, being loyal, having a positive attitude, eager to learn, taking initiative, and attention to detail. Whichever you go for, be prepared to give examples that illustrate this particular skill.

View All Answers

### Question - 5:

Why do you want this job In Buyer Purchasing?

### Ans:

This question typically follows on from the previous one. Here is where your research will come in handy. You may want to say that you want to work for a company that is Global Guideline, (market leader, innovator, provides a vital service, whatever it may be). Put some thought into this beforehand, be specific, and link the company's values and mission statement to your own goals and career plans.

## <u>View All Answers</u>

### Question - 6:

Do you ever take work home with you?

#### Ans:

Here are two great sample answers that might help get you started:

\* I am an extremely organized person, so I tend to be able to get my work done at work. However, if the need arose I would not be against taking work home. I try



not to make it a habit, since I do value my free time. I do realize though that the work we do is important, and sometimes you have to do what needs to be done. \* I do not shy away from taking work home with me. I know that meeting deadlines and doing outstanding work sometimes means taking a bit of it home. I do not have a problem doing that when the need arises.

\* Make sure to give an honest answer. Lying about taking work home may turn out badly for you if it is required and you do not do it.

<u>View All Answers</u>

### Question - 7:

Did you get on well with your last manager?

### Ans:

A dreaded question for many! When answering this question never give a negative answer. "I did not get on with my manager" or "The management did not run the business well" will show you in a negative light and reduce your chance of a job offer. Answer the question positively, emphasizing that you have been looking for a career progression. Start by telling the interviewer what you gained from your last job In Buyer Purchasing

View All Answers

### Question - 8:

Do you work well on a team? How would you define teamwork?

### Ans:

I would define team work as getting the job done In Buyer Purchasing whether that means if I have to do more then the guy next to me as long as the work gets finished.

View All Answers

### Question - 9:

How do you deal with conflict in the workplace In Buyer Purchasing?

### Ans:

When people work together, conflict is often unavoidable because of differences in work goals and personal styles. Follow these guidelines for handling conflict in the workplace.

- \* 1. Talk with the other person.
- \* 2. Focus on behavior and events, not on personalities.
- \* 3. Listen carefully.
- \* 4. Identify points of agreement and disagreement.
- \* 5. Prioritize the areas of conflict.
- \* 6. Develop a plan to work on each conflict.
- \* 7. Follow through on your plan.
- \* 8. Build on your success.

View All Answers

### Question - 10:

How do you imagine a typical day of an employee in our company In Buyer Purchasing?

### Ans:

Just do not say that you imagine to only walk and watch what people do. Rather try to show them your attention to details and proactive attitude to job. Mention that you would try to observe the problems, weaknesses as well as opportunities to improve the results and take measures according to it.

### Question - 11:

If you were an animal, which one would you want to be?

### Ans:

Seemingly random personality-test type questions like these come up in interviews generally because hiring managers want to see how you can think on your feet. There's no wrong answer here, but you'll immediately gain bonus points if your answer helps you share your strengths or personality or connect with the hiring manager. Pro tip: Come up with a stalling tactic to buy yourself some thinking time, such as saying, "Now, that is a great question. I think I would have to say..."

### Question - 12:

What does success mean to you?

#### Ans:

I am punctual, I always have excellent attendance on any job In Buyer Purchasing, I have a keen eye for both large and small details, and I am always finding ways to improve a process and shorten the length of time it takes to complete a project.

### View All Answers

### Question - 13:

What motivates you to succeed?

### Ans:

Your interviewer will likely want to know the reasons why you will remain motivated to do your best during your employment with the company In Buyer Purchasing. Perhaps you are interested in being challenged, but you may also have interest in being recognized for your hard work in the form of the number of sales you can attain. A great example answer for this question is "I always do my best in everything, including my job. I take pride in my success, and I also want the company for which I work to be successful. Being affiliated with a company that is known for its excellence is very important to me."

### View All Answers

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### Question - 14:

Why do you feel you will excel at rhis job?

### Ans:

This question presents an excellent opportunity for you to discuss your education, qualifications and personal traits. You might say something like "I studied property management as well as behavior during my college years and I have two years' experience in real estate.

I can gauge the homes or apartments in which clients will be interested based solely upon the needs of their families. Finally, my organizational skills will allow me to schedule appointments or showings confidently and arrive for them punctually." This shows your interviewer that you have all of the skills necessary to become successful not only for yourself, but also for your employer.

### View All Answers

### Question - 15:

Why should we select you not others?

### Ans:

Here you need to give strong reasons to your interviewer to select you not others. Sell yourself to your interviewer in interview in every possible best way. You may say like I think I am really qualified for the position. I am a hard worker and a fast learner, and though I may not have all of the qualifications that you need, I know I can learn the job and do it well."

View All Answers

### Question - 16:

Describe to me the position In Buyer Purchasing you're applying for?

### Ans:

This is a "homework" question, too, but it also gives some clues as to the perspective the person brings to the table. The best preparation you can do is to read the job description and repeat it to yourself in your own words so that you can do this smoothly at the interview.

### View All Answers

### Question - 17:

Do you have any question regarding this job In Buyer Purchasing?

### Ans:

Never ask Salary, perks, leave, place of posting, etc. regarded questions. Try to ask more about the company to show how early you can make a contribution to your organization like. "Sir, with your kind permission I would like to know more about induction and developmental programs?" OR Sir, I would like to have my feedback, so that I can analyze and improve my strengths and rectify my shortcomings.

### Question - 18:

Do you like to start personal relationships with other employees?

### Ans:

Well, the right answer is yes and no. Good personal relations can improve the overall performance of a team. But on the other hand, you should not let your emotions to affect your decisions in work.

<u>View All Answers</u>

### Question - 19:

Do you think you have enough experience In Buyer Purchasing?

### Ans:

If you do not have the experience they need, you need to show the employer that you have the skills, qualities and knowledge that will make you equal to people with experience but not necessary the skills. It is also good to add how quick you can pick up the routine of a new job role.

### Question - 20:

Explain me about your experience working in this field In Buyer Purchasing?

### Ans:

I am dedicated, hardworking and great team player for the common goal of the company I work with. I am fast learner and quickly adopt to fast pace and dynamic area. I am well organized, detail oriented and punctual person.

### View All Answers

### Question - 21:

How would you rate your communication and interpersonal skills for this job In Buyer Purchasing?

### Ans:

These are important for support workers. But they differ from the communication skills of a CEO or a desktop support technician. Communication must be adapted to the special ways and needs of the clients. Workers must be able to not only understand and help their clients, but must project empathy and be a warm, humane presence in their lives.

View All Answers

#### Question - 22:

What are your salary expectations In Buyer Purchasing?



### Ans:

This question is like a loaded gun, tricky and dangerous if you're not sure what you are doing. It's not uncommon for people to end up talking salary before really selling their skills, but knowledge is power as this is a negotiation after all. Again, this is an area where doing your research will be helpful as you will have an understanding of average salary.

One approach is asking the interviewer about the salary range, but to avoid the question entirely, you can respond that money isn't a key factor and you're goal is to advance in your career. However, if you have a minimum figure in mind and you believe you're able to get it, you may find it worth trying.

View All Answers

### Question - 23:

What is your greatest weakness In Buyer Purchasing? What are you doing to improve it?

### Ans:

I believe my biggest weakness In Buyer Purchasing is wanting to help anyone I can help. What I mean is I am willing to take on task that are not my job. I want to learn all I can. However, that has helped me get promoted or even asked to help in times of need in other department. I have been know as the "go to person" when help is needed.

View All Answers

### Question - 24:

What kind of salary do you need In Buyer Purchasing?

### Ans:

This is a loaded question and a nasty little game that you will probably lose if you answer first. So, do not answer it. Instead, say something like, that's a tough question. Can you tell me the range for this position? In most cases, the interviewer, taken off guard, will tell you. If not, say that it can depend on the details of the job. Then give a wide range.

## View All Answers

### Question - 25:

What types of personalities do you work with best?

### Ans:

In the past, I have found it difficult to work with others who see themselves as better than others, who can take criticism, and who refuse to work with others. I have found it challenging to work with them b/c I am a team oriented person who feels the importance of working together over the needs of the individual especially in a learning environment.

#### View All Answers

### Question - 26:

Why do you want to work In Buyer Purchasing for this organisation?

### Ans:

Being unfamiliar with the organisation will spoil your chances with 75% of interviewers, according to one survey, so take this chance to show you have done your preparation and know the company inside and out. You will now have the chance to demonstrate that you've done your research, so reply mentioning all the positive things you have found out about the organisation and its sector etc. This means you'll have an enjoyable work environment and stability of employment etc - everything that brings out the best in you.

View All Answers

### Question - 27:

Are you planning to continue your studies and training In Buyer Purchasing?

### Ans:

If asked about plans for continued education, companies typically look for applicants to tie independent goals with the aims of the employer. Interviewers consistently want to see motivation to learn and improve. Continuing education shows such desires, especially when potentials display interests in academia potentially benefiting the company.

Answering in terms of "I plan on continuing my studies in the technology field," when offered a question from a technology firm makes sense. Tailor answers about continued studies specific to desired job fields. Show interest in the industry and a desire to work long-term in said industry. Keep answers short and to the point, avoiding diatribes causing candidates to appear insincere.

### View All Answers

### Question - 28:

How do you evaluate your ability to handle conflict?

#### Ans:

I pride myself on being a good problem solver. Through my previous job and management positions I have faced numerous conflicts in different situations, and my experiences have helped me to hone my issue resolution skills. I believe that it is important to get to and address the root of the issue, in a respectable manner. <u>View All Answers</u>

### Question - 29:

How do you think I rate as an interviewer?

### Ans:

I think you did fine. I'm sure you've conducted a lot of interviews, and it's probably second nature for you now. Thanks for taking the time to meet with me today. I'm sure you have a lot of things you have to juggle every day.

I'd say you rate at least ten out of ten. The questions you asked seemed spot on. I can tell you guys are working hard to find the perfect applicant for the job. I'm glad I could meet with you.



### Question - 30:

What was the most important task you ever had?

### Ans:

There are two common answers to this question that do little to impress recruiters:

### \* 'I got a 2.1'

\* 'I passed my driving test'

No matter how proud you are of these achievements, they don't say anything exciting about you. When you're going for a graduate job, having a degree is hardly going to make you stand out from the crowd and neither is having a driving licence, which is a requirement of many jobs.

### <u>View All Answers</u>

### Question - 31:

What five words would be describe you as Buyer Purchasing?

### Ans:

The hiring manager requests this of you because she wants to know more about your individual personality. This list can reveal a lot to her about who you are and how you might fit into the workplace. Your answer also gives the manager an indication of your self-perception, which is a good indicator of the type of employee you will be.

### View All Answers

### Question - 32:

Did you consider yourself a team player?

### Ans:

Of course you're a team player - who isn't. But a simple yes probably isn't the response the interviewer is looking for. Be ready to provide specific example of how you've worked as part of a cohesive team to get things accomplished and how you've focus on team performance rather than individual performance. Make sure not to brag as this will make it appear as that you're more concerned about your own performance and accomplishments than those of the team.

### View All Answers

Question - 33:

What is your dream job?

### Ans:

There is almost no good answer to this question, so don't be specific. If you tell the interviewer that the job you're applying for with his/her company is the perfect job you may loose credibility if you don't sound believable (which you probably won't if you're not telling the truth.) If you give the interviewer some other job the interviewer may get concerned that you'll get dissatisfied with the position if you're hired. Again, don't be specific. A good response could be, "A job where my work ethic and abilities are recognized and I can make a meaningful difference to the organization."

### <u>View All Answers</u>

### Question - 34:

Did the salary we offer attract you to this job?

### Ans:

The interviewer could be asking you this question for a number of reasons. Obviously, the salary is an important factor to your interest in this job, but it should not be the overriding reason for your interest. A good answer to this question is, "The salary was very attractive, but the job itself is what was most attractive to me."

## Question - 35:

Explain me about a problem or disagreement you had with previous supervisor?

### Ans:

This question is trap. It is meant to see whether or not you'll speak poorly of an employer. No one wants to hire someone who's going to speak poorly of them down the road. Stay upbeat and positive - and most of all don't say anything negative about a previous employer.

### View All Answers

### Question - 36:

How well do you perform under pressure?

### Ans:

This is a fair question, as potential employers want to know if you're going to be able to get the job done even when things get a little bit stressful. You may say that you thrive under pressure or that you're able to get the job done even when things get a little bit stressful, just make sure to provide some real world examples of your ability to work under pressure in a prior job.

### View All Answers

### Question - 37:

Tell me about a time when you helped resolve a dispute between others?

### Ans:

Be sure to discuss a very specific example. Tell the interviewer what methods you used to solve the problem without focusing on the details of the problem.



### Question - 38:

Top 11 Questions to Verify Experience and Credentials In Buyer Purchasing:

### Ans:

- Sometimes people want a job a little too bad and they may fudge their credentials and experience a bit.
- If you've run into this problem, are worried about it, or have credentials and experience that are absolutely essential, you may need to ask a few verification questions. If you are a candidate, you should review your resume and make sure you know all the key points, and that nothing has been misconstrued.
- 1. What grades did you get in college?
- 2. What were your responsibilities when you worked in job x?
- 3. How many people were on your team at your last job?
- 4. What will your previous manager/supervisor say when I ask where you needed to improve?
- 5. What was your beginning and ending salary at job x?
- 6. What were your beginning and ending titles at job x?
- 7. Are you eligible for rehire at job x?
- 8. What tools are necessary for performing job x?
- 9. Describe to me how you would perform [x typical job task].
- 10. What was the focus of your thesis?
- 11. When did you leave company x?

View All Answers

### Question - 39:

Basic 15 Interview Questions that Test Communication Skills In Buyer Purchasing:

### Ans:

For most jobs, communication skills In Buyer Purchasing are important. It's hard to work as a team if people aren't communicating well.

At some jobs, like customer service or sales, communication skills are an absolute essential.

- These questions are meant to help gauge a candidate's ability to communicate.
- 1. How do you prefer to build rapport with others?
- 2. How would you go about simplifying a complex issue in order to explain it to a client or colleague?
- 3. How would you go about persuading someone to see things your way at work?
- 4. How would you go about explaining a complex idea/problem to a client who was already frustrated?
- 5. What would you do if you there was a breakdown in communication at work?
- 6. Talk about a successful presentation you gave and why you think it did well.
- 7. How would you explain a complicated technical problem to a colleague with less technical understanding?
- 8. Do you prefer written or verbal communication In Buyer Purchasing?
- 9. Describe a time when you had to be careful talking about sensitive information. How did you do it?
- 10. What would you do if you misunderstood an important communication on the job?
- 11. Talk about a time when you made a point that you knew your colleagues would be resistant to.
- 12. Is it more important to be a good listener or a good communicator In Buyer Purchasing?
- 13. Tell me about a time you had to relay bad news to a client or colleague.
- 14. Rate your communication skills on a scale of 1 to 10. Give examples of experiences that demonstrate the rating is accurate.
- 15. How have you handled working under someone you felt was not good at communicating?

View All Answers

### Question - 40:

You have a project due in one hour but a more important emergency that affects business needs to be fixed immediately, what do you do?

### Ans:

Focus on the issue that impacts the business most first.

### View All Answers

### Question - 41:

Your coworker highlights your mistakes in front of everyone, how do you handle the situation?

### Ans:

Admit to the mistake without being emotional, but then discuss how you are being proactive in getting it fixed. Lastly, pull the co-worker aside later on to tell them that you'd appreciate it if they gave you the feedback 1:1 first before throwing you under the bus.

### Question - 42:

What do you know about this company?

### Ans:

Research the company on Google by searching recent news (to remain current on them) and their website. Make sure you understand their products / services, vision, competitive differentiators, and work culture.

### View All Answers

### Question - 43:

What type of personalities do you work best with and why?

### Ans:

Think of which personalities you work best with (do you like outgoing, collaborative, personable working relationships and so forth?)



### Question - 44:

What are ideas or initiatives you've led and what was the outcome?

### Ans:

Describe your most unique ideas and initiatives that had the best results for the company. Make sure you highlight your creativity, your results, your diligence and your ability to execute.

### View All Answers

### Question - 45:

What differentiates you from the competition?

### Ans:

Think about what you bring to the table that you truly believe is unique - the easiest way to do is to think of your own personal stories that demonstrate your work ethic, skills, and dedication. Most people have some or all of those skills, but the unique stories are what make people stand out in interviews.

### Question - 46:

How do you stay up to date with industry?

### Ans:

Discuss how you stay up to date by reading industry specific sites, magazines, and Google / yahoo news. Also make sure you stay up to date by reading the current news on the company's website.

### View All Answers

### Question - 47:

How long do you envision yourself staying with this company?

### Ans:

Understand that companies invest a lot of money into hiring the right staff. You want to emphasize that you are in it for the long run and you want to develop a career there and that it's not just a "5 month stepping stone" type of a job. You should be thinking how you're going to grow with that company. After all, don't you want to invest your energy and time with a company that is going to continue to be successful and one that will help you grow?

### View All Answers

### Question - 48:

What type of extracurricular activities are you a part of?

### Ans:

Discuss the clubs / activities you were in, share a personal story about why you enjoyed it and then describe how it's helped shape you to be who you are today. For example, I enjoyed rock climbing because it taught me the value of practicing hard at a sport to become skilled in it. I bring this same diligence to my work approach today as well.

View All Answers

### Question - 49:

What is your perception of taking on risk?

### Ans:

You answer depends on the type of company you're interviewing for. If it's a start up, you need to be much more open to taking on risk. If it's a more established company, calculated risks to increase / improve the business or minimal risks would typically be more in line.

### View All Answers

### Question - 50:

How meticulous are you with details?

### Ans:

Being detailed is important for many types of job roles. Typically you want to highlight how you've done that in previous roles. Example: "Being meticulous is important to me. In my last job, I had to count the money in the register as a cashier to make sure it matched to the receipts down to the last penny." This was to ensure there wasn't any "wrongdoing" at the company by any of the cashiers and I was always accurate in my reports. *View All Answers* 

### Question - 51:

What are your thoughts on social media for this role?

### Ans:

Without a doubt, social media is becoming more and more pervasive in our jobs. You should stress that social media is not appropriate for personal use at work. However, if the company embraces social media in certain departments (for example marketing), then you may want to discuss how you could use it for work (as long as it applies to your role).

View All Answers

Question - 52:



### What role do you see technology playing in this role?

### Ans:

Technology is important to almost every job today but it's not meant to be abused. I believe it's important to increase productivity and not for personal use. <u>View All Answers</u>

### Question - 53:

How do you act when you encounter competition?

### Ans:

This question is designed to see if you can rise the occasion. You want to discuss how you are the type to battle competition strongly and then you need to cite an example if possible of your past work experience where you were able to do so.
<u>View All Answers</u>

### Question - 54:

Give me an example of when you competed hard and won?

### Ans:

You can reference many different areas here when discussing a story of where you won in competition: Work experience (ideal), sports, clubs, classes, projects.

### Question - 55:

How good are you at problem solving?

### Ans:

Describe the problem first and then discuss how you were able to fix it. *View All Answers* 

### Question - 56:

What other jobs are you applying for In Buyer Purchasing?

### Ans:

If you're applying with other similar companies in a similar or the same industry, it's actually okay to state that as it shows you're valued and wanted. <u>View All Answers</u>

### Question - 57:

Describe a time when you've been overwhelmed with work?

### Ans:

Show how you were able to over the "overwhelmed" feeling - by delegating tasks, getting people on your team to help you out, or by prioritizing your work and focusing on the most important issues first In Buyer Purchasing.

### Question - 58:

What attracted you to this company In Buyer Purchasing?

### Ans:

You could discuss the company's vision, culture and solutions/services as reasons for wanting to join it. View All Answers

### Question - 59:

What do you look for in terms of culture -- structured or entrepreneurial?

### Ans:

A good answer is to discuss the importance of having both elements in a company In Buyer Purchasing. Structure is good to maintain a focus on priorities and making sure people are productive but having an entrepreneurial spirit can help cultivate new ideas that can truly help the company.

## Question - 60:

If you had to choose one, would you consider yourself a big-picture person or a detail-oriented person?

### Ans:

Both are important. You need to stress that. However, if you could only choose one, ask yourself In Buyer Purchasing - do you like to be "in the weeds" with your work, or do you want to be the one painting the vision?

### View All Answers

### Question - 61:

What three character traits would your friends use to describe you?

### Ans:

Friends would typically use attributes like (assuming you have these): Trustworthy, honest, hardworking, friendly, courageous, nice, diligent, organized and so forth.



Not saying you have all of these, but the best way for you to find out is to survey your friends by asking them what they consider your brand to be. *View All Answers* 

### Question - 62:

If you were interviewing someone for this position In Buyer Purchasing, what traits would you look for?

### Ans:

This is where the interviewer tries to turn the tables on you. Answer confidently by stating 3 specific traits that are applicable to that job role. For example, a consulting job would likely look for someone who can think outside of the box. After answering, ask them, "Am I spot on here and if not, what traits would you look for?"

### View All Answers

### Question - 63:

Tell me the difference between good and exceptional?

### Ans:

Good gets the job done on time and is high quality. Exceptional is a game changer - it stands out, it's creative, it's above and beyond expectations. Tell the interviewer a story about how you were exceptional.

### View All Answers

### Question - 64:

What would you do if you won the lottery?

### Ans:

The interviewer is asking this question to find out what your true passion is. Ideally it aligns to the type of work you're interviewing for. If not, tie it back in terms of how it relates to the job, for example, "I believe I'll learn the necessary skills in this job to pursue my passion later on in life."

### Question - 65:

What do you like to do for fun?

### Ans:

Be open to sharing hobbies and activities that you enjoy. Make sure you're genuine about it and don't list off things you don't really like because if they ask you a follow up question it'll be harder for you to answer.

### Question - 66:

If I were to give you this salary you requested but let you write your job description for the next year, what would it say?

### Ans:

It should say the same thing - after all - if you think this salary is fair then it should suit the responsibilities! <u>View All Answers</u>

### Question - 67:

How long will it take for you to make a significant contribution?

### Ans:

First define significant contribution - once you do that - lay out a timeline plan in which you think you can achieve that. *View All Answers* 

### Question - 68:

Why did you choose your major in college or tech school?

### Ans:

People usually choose their major based on their passions or the career path they want to head towards. *View All Answers* 

### Question - 69:

Does your boss know you're here today?

### Ans:

Usually, you probably haven't told your boss for obvious reasons. So it's ok to say that they do not. You don't want to upset the balance at your current job after all and nothing is guaranteed in an interview. The interviewer should understand this stance. *View All Answers* 

### \_\_\_\_\_

### Question - 70:

How do you rate yourself in computer skills? Please describe the programs and software that you can use well?

### Ans:

Ideally you want to able to type quickly, have the ability to effectively use Microsoft Office, and more importantly be able to quickly adapt to computer / technology skills. More and more it's become an integral part of work. If the job doesn't require technology skills - then this question shouldn't be asked!



### Question - 71:

What aspect of supervision do you find the most difficult?

### Ans:

Managing different personalities and keeping them focused on the goal at hand. *View All Answers* 

### Question - 72:

What is the most important quality a supervisor should have?

### Ans:

The ability to inspire / lead a team towards one common vision. <u>View All Answers</u>

### Question - 73:

How did you become interested in this field/industry?

### Ans:

Describe how you've come to develop a passion or interest in this industry and use variables like "culture, people, vision, career development, and the work itself" to define your choice

### View All Answers

### Question - 74:

How much time do you need to join the organization In Buyer Purchasing?

### Ans:

You should be able to join it right away, barring plans you've already made (family travel, vacation, other obligations). The key is to simply be open in communication of what's already committed on your schedule. Most companies are accommodating. If they are not, weight the importance of joining that company vs. your plans.

### View All Answers

### Question - 75:

Are you aggressive?

### Ans:

If you are, describe it through a story / experience that you had. If you aren't, then explain why you're not. If the job role asks for you to be aggressive/not aggressive and you're the opposite of it, explain how you would develop that characteristic.

## Question - 76:

In your last job what kinds of pressure did you encounter and how did you react In Buyer Purchasing?

### Ans:

Do not show your fear or uneasiness in handling pressure. Everyone likes to have a worker who can handle pressure calmly and with a clear train of thought. Show how you would logically come to a conclusion in a pressure filled situation.

### view All Answer

### Question - 77:

Are you willing to work in shifts?

### Ans:

If the job calls for shifts that vary, be ready to do that for your work. If you aren't open to that, then explain why and see if they can adjust it for you. *View All Answers* 

### Question - 78:

How do you handle repetitive tasks?

### Ans:

Some people enjoy it, others don't. Which are you? If you don't like it, can you at least do it well? And if you don't like it, be ready to explain why in a positive way (i.e. your potential is to do much more than simply be repetitive) <u>View All Answers</u>

### Question - 79:

What do you expect from this job In Buyer Purchasing?

### Ans:

Talk about the potential career development, your career aspirations, your work relationships and the learning you'll receive. *View All Answers* 

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