

Software & Skill Assessments

Outlined below are our most popular online assessments and the test battery which may be applicable to a variety of positions.

A full list of over 500 assessments is available on our Website

Assessments can be purchased on an individual basis for \$30 per assessment or a package of 4 assessments can be purchased for \$100.

Executive Assistant/ Personal Assistant	Microsoft Word Microsoft Excel Microsoft PowerPoint Typing Spelling Shorthand
Administrator	Microsoft Word Microsoft Excel Typing Data Entry Numeric Data Entry Alpha Numeric Spelling
Technical Administrator (Only windows literacy is required)	Software Testing Typing Data Entry Alpha Numeric
Receptionist	Microsoft Word Microsoft Outlook Typing Spelling Office
Junior	Maths (if required in role) Grammar (if required in role) Comparison skills
Accounts Clerk (0-1 years exp)	Maths Excel Data Entry
Accounts Clerk Senior	Accounting Terminology Excel Data Entry Numeric
Data Entry Operator	Data Entry Numeric Data Entry Alpha Numeric

* Price excludes GST

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