**Higher Administration**

**Homework Solutions**

**Administrative Services – Outcome 1 – Set 1**

**SQP Q1b(i) – 4 marks**

Suggest the information to be included in a job description and a person specification for the post of an Administrative Assistant.



**2007 Q1a – 4 marks**

Describe 2 methods used by individuals to ensure their work targets are met.



**2011 Q1c – 6 marks**

Describe 3 long-term implications for a senior manager who fails to delegate tasks to his team.



**2012 Q1d – 2 marks**

Justify the need for the Senior Administrative Assistant to have excellent IT skills.

