Dymphna, 10 Dymphna, 10:31 AM

Hello Good Day?

How’re you doing today?

10:31 AM

Good Morning

Dymphna, 10:31 AM

How’re you doing today?

10:32 AM

I am doing fine just a bit tired and achy from yard work yesterday

Dymphna, 10:33 AM

Ok sorry about that

I believe you’re here for the online job interview?

10:34 AM

Yes I am.

Dymphna, 10:35 AM

Good..This briefing and online interview is message based. It is done via instant messaging. If now isn't good for you do state a more convenient time for us to conduct the briefing and online interview?

10:35 AM

Now is a good time I am free of all distractions

Dymphna, 10:36 AM

Good Before we commence with the job briefing and interview I'd like to ask if you been interviewed online before?

10:38 AM

I believe once before approximately two years ago

Dymphna, 10:38 AM

Good I would like to apprise you about the new approach if this interview conducting method is different to you. We believe the world is always advancing so it is important to stay on top of things as change is inevitable.

10:40 AM

I agree technology is always changing. i have done phone interviews and video interviews this is my first interview via Skype

Dymphna, 10:41 AM

Before we proceed I would love to know more about you I am Mrs Dymphna Cordova one of the Hiring manager to the Firm Gazit Globe LTD Company.. I am here to brief and interview you more about the opening position,Please introduce yourself and indicate your Full Name,Age,Sex and Location

10:45 AM

I am Ms. Dale Blake Dale is a name that is commonly associated with males but I am female. i am a 62 year old female who is a widow of 5 years

I live in Oakland, CA. i have lived in the bay area for close to 40 years

Dymphna, 10:49 AM

Nice connecting with you Dale Blake....The position available are: Data Entry, Clerical Admin, Administrative Assistant, Customer Service, Accounting, payroll Clerk, Book keeping, Front Desk Clerk position, Financial Manager. Which of the above position is your field of specialty ?

10:53 AM

I am very interested in the Clerical Admin, or Administrative Assistant position. My current position within the hospital is Clerical/Administrative assistant. I have 20 + years of experience in the clerical/administrative assistant position. However over the last 5 years it has been mostly clerical

Dymphna, 10:55 AM

DUTIES & RESPONSIBILITY:

CLERICAL ADMIN JOB DESCRIPTION

answering and directing phone calls.

making phone calls.

taking and distributing messages.

organizing and scheduling appointments.

organizing and coordinating meetings.

handling inquiries and incoming work requests.

reviewing files and records to answer requests for information.

Can you handle the Job duties if you are being trained towards it ?

Dymphna, 11:02 AM

Your quick response is needed Dale okay?

11:03 AM

My current duties include answering the phone, trying to intercede on behalf of the RN's with different departments for simple questions, monitoring and interpreting telemetry strips, monitor the patient heart rate, blood pressure and oxygen saturation from the central monitor in the nursing station, take messages from family if the RN . . I Manage some supply inventory, patient charts and company files using online tracking system. Managed incoming and outgoing calls for busy ICU department. Coordinated admission processes and prepared medical records and admission packets for all incoming admissions from Emergency Department, Operating/Recovery, or Medical/Surgical/Telemetry Units. Coordinated transfers to higher level of care for pt.’s requiring specialized care or specialized procedures not available at the facility. Managed and processed confidential patient information. Observed strict confidentiality and safeguarded all patient-related information

I constructed and managed schedules for over 30 RN’s to maintain core staffing for three shifts per day over a four-week period.

s

Dymphna, 11:03 AM

JOB REQUIREMENTS:

These are the requirements for the Job...

-Must be a U.S. Citizen, Canadian Citizen Green -Card Holder

-Must be fluent in communication and English

-Must have a clear criminal charges

-Must be at least 30 wpm average(WPM means Your typing ability words per minute)

-Must be 18+ average....

I believe you have no issue's above ...?

11:04 AM

Excellent. I like the idea of flexibility . That is what i was seeking. Something that i can possibly work around my current job if i chose to stay.

Dymphna, 11:06 AM

Good Working hours are flexible,all activities and corresponding time are to be recorded in excel spreadsheet. As for your duties, i will assist you with any difficulties by email..

11:08 AM

In case my response to the previous question did not go through I have no issues with any of the job requirements listed

Dymphna, 11:09 AM

Good….This is a remote position with flexible working hours where you can choose to work from anywhere of your choice. The pay is $40 per hour, while training is $20 per hour. Payment schedules are weekly or bi-weekly via direct deposit or check and the maximum hours per week is forty-five 45 hours. If you are employed you'll be working as a full employee. When hired, you will undergo a one-week training with a supervisor who will train you to work with the required programs accurately. Training is conducted online via teleconferencing. It commences as soon as the company has provided your work materials.

11:11 AM

Excellent. May i inquire if this position offers benefits?

Another question Is this a long term position?

Dymphna, 11:12 AM

Yes of course the company provides benefits for all employees you’ll get to keep more about as we provide further

Another question Is this a long term position?

Charles and Dale Blake, Tuesday at 11:11 AM

This is a long term position ,you can work for the company as long as you want dale okay?

11:14 AM

Excellent.

Dymphna, 11:14 AM

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Dymphna Cordova, Tuesday at 11:12 AM

You will get to knock more as we proceed further okay?

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11:15 AM

Excellent. i have been considering leaving my hospital job this opportunity may be just what I am looking for. If you choose to proceed with my application.

Dymphna, 11:16 AM

We have part-time (Morning, and Evening) and full time shifts. The morning shift is from 8am - 1pm and evening shift 5-10 pm while full time is 8am - 4pm, Monday to Friday. If you have no question, we will be proceeding to the interview. Otherwise, please ask before we continue.

11:19 AM

One question if i start at part time and then decide i wish to work full time could i possibly do that later on? say for example i start part time now. and should i choose to work full time within 3 months would that be a possibility? Also the same in reverse. Start full time now and decide in 3-6 months i want part time work instead.

Dymphna, 11:20 AM

One question if i start at part time and then decide i wish to work full time could i possibly do that later on? say for example i start part time now. and should i choose to work full time within 3 months would that be a possibility? Also the same in reverse. Start full time now and decide in 3-6 months i want part time work instead.

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Yes of course you can dale

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11:22 AM

Excellent. Are the hours you mentioned set hours? reason i ask i usually have to drop my younger daughter to work at 9 am & pick up at 5 Pm?

although i could have her older sister take her to work in the morning and work the morning shift

Dymphna, 11:23 AM

Excellent. Are the hours you mentioned set hours? reason i ask i usually have to drop my younger daughter to work at 9 am & pick up at 5 Pm?

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No the hours are not fixed hour’s

11:24 AM

Perfect. Thank you i am ready to proceed.

Dymphna, 11:24 AM

Perfect. Thank you i am ready to proceed.

Charles and Dale Blake, Tuesday at 11:24 AM

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You’re welcome dale

( 1 ) What type of jobs have you had?

( 2 ) How did you get your previous jobs?

( 3 ) What were your main responsibilities? Achievements?

( 4 ) Are you currently employed?

( 5 ) Are you willing to work flexible or long hours?

( 6 ) Do you have a HP laser jet printer, copier and scanner?

( 7 ) Are you seeking employment in a company of a certain size?