Administration Manager

Job Description:

**Administration Managers** are responsible for managing and overseeing a company's day-to-day administrative processes and efforts in a local department or area. They are considered “middle management”. Administration Managers are responsible for enforcing policies and ensuring proper protocols in order to produce safe and reliable products and services to produce profit for the company. At the same time they must manage hiring, firing, training, and interoffice issues among staff, equipment, and procedures. In addition, to managing a department or area of the business, the manager must also report to administration and executive leadership to demonstrate the performance of their department and show how it is increasing revenue to the company.

Job Responsibilities:

* Supervising day-to-day operations of the administrative department and staff members.
* Hiring, training, and evaluating employees, taking corrective action when necessary.
* Developing, reviewing, and improving administrative systems, policies, and procedures.
* Ensuring office is stocked with necessary supplies and all equipment is working and properly maintained.
* Working with accounting and management team to set budgets, monitor spending, and processing payroll and other expenses.
* Oversee and approve ordering of department inventory and supplies.
* Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
* Collecting, organizing, and storing information using computers and filing systems for preparing reports to administration.
* Adhere to and enforce policies and procedures.
* Resolve issues with clients and customers
* Overseeing special projects and tracking progress towards company goals.
* Building new and expanding existing skills by engaging in educational opportunities.
* Ensure department functions to produce revenue for the company.
* Manage interoffice personnel, equipment, and procedural issues.

Job Qualifications:

* Bachelors in business or related field preferred
* Experience in administration management

Opportunities as an administration manager are available for applicants without experience in which more than one administration manager is needed in an area such that an experienced administration manager will be present to mentor.

Job Skills Required:

* Exceptional leadership and time, task, and resource management skills.
* Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communication skills.
* Proficiency with computers, especially MS Office.
* Ability to plan for and keep track of multiple projects and deadlines.
* Familiarity with budget planning and enforcement, human resources, and customer service procedures.
* Willingness to continue building skills through education opportunities.