CHIEF ADMINISTRATIVE OFFICER

Job Description:

The Chief Administrative Officer most often works with other top-level executives, such as the chief financial officer (CFO), chief operations officer (COO), and chief executive officer (CEO). Their main responsibilities can be anything from budgeting to hiring, contracting, development of policies and procedures and many other tasks.  The CAO differs from the COO in that the CAO oversees the day-today administrative aspects of the business, such as finances, human resources, and compliance, as opposed to the COO who oversees the day-to-day workings of the business, such as production, services, and equipment operating.

Job Responsibilities:

* Working in a team with top-level executives to devise strategies and policies to meet company goals.
* Managing and supervising the day-to-day operations of various departments, such as finance, sales, HR, and marketing.
* Managing budgets, hiring and contracting, and business negotiations.
* Analyzing audit reports and formulating improvements to departmental workings.
* Coordinating inter-departmental activities and delegating responsibilities to subordinates.
* Compiling performance reports and reporting to the CEO and board of directors.
* Ensuring all laws, government regulations, and SEC rules are met.
* Provide input in business and strategic planning
* Set goals for departments and individual managers
* Collaborate with colleagues to implement policies and develop improvements
* Organize and coordinate inter- and intradepartmental operations
* Oversee resource allocation and budgeting
* Provide guidance to subordinate staff and evaluate performance
* Resolve issues that may arise in a timely manner
* Assume responsibility for timely reporting to senior management or regulatory agencies
* Assist in other tasks (e.g. fundraising) as assigned

Job Qualifications:

* Masters in administration business administration or related field
* Doctorate in business administration or related field preferred
* Experience as a Chief Administrative Officer

Opportunities as a CAO are available for applicants without experience in which the experience of the applicant is sufficient to warrant consideration for the CAO position.

Job Skills Required:

* Knowledge of office management systems and procedures
* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Outstanding communication and interpersonal skills
* Proficiency with computers and Microsoft Office
* Leadership skills and ability to direct others
* Ability to resolve staff conflicts