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# Example of Admin Manager Job Description

Our company is looking for an admin manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for admin manager

* The Manager, Business Administration will primarily focus on overseeing the day-to-day management of the business administrative team supporting a diverse group of clients
* This position will be held accountable for the effective business administrative support across various client group(s), reporting to the Director of Business Administration
* In addition, this position will partner with Senior Management and other members of the Business Administration management team to collaborate on a regular basis in the overall management of the department
* The position is responsible for maintaining efficiency, integrity and compliance in the areas of expense management, company policies, procedures, processes, procurement, and administrative business support at all levels
* Occasional project management is a responsibility of this position
* As part of these assignments, they will set up project meetings and agendas using effective meeting management skills, coordinate the resolution of issues and communicate to all appropriate parties
* Collaboratively help team to identify and manage risk factors for the project
* Delivering a professional service through inbound/outbound calls and written communications
* Carrying out administrative tasks and placing investment deals to the live market
* Adhering to regulatory requirements and ensuring client satisfaction is maximised

## Qualifications for admin manager

* Proficient understanding of contracts and conducting RFPs
* Self-sufficient with Strong Customer Service/System Support
* Knowledge and administration of commercial card programs, Visa, MasterCard or American Express Travel
* Knowledge of different country laws governing commercial cards
* Previous experience with Corporate Account Reconciliation system, Manage Your Card Account, Amex @Work, or GRAM preferred
* Purchasing or Supply Chain, B2B background, a plus