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# Example of Admin Manager Job Description

Our company is growing rapidly and is looking for an admin manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for admin manager

* 6 monthly Performance reviews for your direct reports
* Management of the budget to actual costs on the open book contracts and full breakdown analysis via monthly review meetings with the customer
* To manage and support each Administration function at each site
* Managing projects under the HR, Office and Administration departments
* Assisting in the definition of project scope and objectives, involving all relevant stakeholders and ensuring feasibility
* Developing a project plan to monitor and track progress
* Coordinating internal resources and third parties/vendors (as applicable) for the flawless execution of projects
* Oversee staff and contract resource responsible for the front desk
* Responsible for coordinating and reporting activities for assigned projects to management and facilitating communication among all parties involved in each project
* Provide support and guidance to staff responding to requests for new charges and revision of existing charge codes

## Qualifications for admin manager

* Extensive experience with administrative and fiscal processes and the units/departments related to those processes
* Detail oriented with the ability to manage multiple or competing priorities
* Demonstrated ability to contribute as a team member to independently and use initiative
* Experience with a wide range of software applications and the ability to learn new applications quickly
* Able to communicate well through email
* Degree in Business or a related discipline highly desirable but not required