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# Example of Admin Supervisor Job Description

Our innovative and growing company is looking for an admin supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for admin supervisor

* Perform various audit checks to ensure data integrity
* Ensure that the “Procedures Manuals” are in place and current
* Work on projects assigned by Manager
* Produce and submit timely and accurate operational reports and other data as required by policies and standards
* Assist Manager in preparations of staff appraisals
* Assist Manager in preparations of MIS
* Work towards streamlining existing processes and re-evaluate workflows periodically to ensure process optimization
* Ensure creation of necessary scripts, macros, custom reports to better meet client needs or streamline existing workflow
* Plan and participate in department Business continuity and Disaster recovery
* Assist Manager in measuring accuracy levels of tasks completed

## Qualifications for admin supervisor

* Ensure that team members attend all mandatory training, work with the dept manager on further staff development needs and options
* Update managements on process, people and other issues and assist Manager in resolving those issues
* Assist Manager in monitoring the workflow of offshore Portfolio Administration staff staff in home office
* Assist staff in resolving complex issues
* Assist Manager in preparation of staff appraisals
* Provide technical guidance to other department personnel