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# Example of Administration Manager Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of administration 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 administration manager

* Management of all Administration duties
* Coordinating lease agreements - new/renewals
* Collecting payments - post dated cheques
* Handling tenants' requests
* Coordinating maintenance of the buildings
* Manages Props team resourcing
* Develops and manages cost estimates and work plans for projects and other departments as needed
* Manages and reviews all vendor contracts, commitments and invoices
* Develops, implements and monitors procedures for the Props team with regards to project processes and manages travel, research trips, purchase trips and team-building programs
* Prepare presentations, communications and speeches for the direct leader, which generally involve presentations to employee, advisor, or management groups

## Qualifications for administration manager

* Associate or Bachelor’s Degree with an associated major in either Architecture, Interior Design, Engineering or Construction Management highly preferred
* Excellent problem solving abilities, and a self-starter
* Understands and is committed to delivering performance that exceeds expectations for both internal and external stakeholders
* Professionally holds self and others accountable for respective actions, decisions and responsibilities
* Ability to interact well with contractors, consultants, landlords and internal business partners
* A minimum of two (2) years’ experience issuing synchronization licenses at a record label, music publishing company, media/entertainment company or licensing agency, with preference given to a music publishing company