Downloaded from <https://www.velvetjobs.com/job-descriptions/administration-supervisor>

# Example of Administration Supervisor Job Description

Our innovative and growing company is searching for experienced candidates for the position of administration supervisor. 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 supervisor

* To develop Admin
* Manage and monitor the Lease Administration team’s workflow to ensure overall accuracy and timeliness of CTI setup of property, floor, unit, space and lease and all AR tenant invoicing
* Oversee the administration of all North America Investment commercial office, retail and residential leases including system lease input sign off, monthly rent rolls (tenant billings), PAP/ACH rental payments, SLR, and fixed asset Lease acquisition cost setup and amortization
* Assess and recommend solutions to staff on day-to-day transactional issues
* Perform all activities related to the management of department staff including hiring, training, coaching, motivating, performance assessment and development
* Collaborate with Infrastructure teams, Applications teams, Relationship Managers, Sr
* The protection and enhancement of the returns from business’ wholesale portfolio
* Preparing and maintaining team rosters and travel arrangements with due reference to policy
* Adherence to wholesale audit processes
* The sighting of floor-plan stock in accordance with procedure

## Qualifications for administration supervisor

* Minimum 3 years HR Administration / HRIS experience
* Detail oriented and team player and Self starter, innovative and independent
* Demonstrates the ability to plan and provide for delivery of nursing services
* Ability to recognize the needs and concerns of people and to maintain constructive relationships in dealing with them
* Five (5) years current nursing experience with minimum two (2) of demonstrated Leadership experience (required)
* Prior experience as a Hospital Nursing Supervisor (preferred)