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# Example of Administration Supervisor Job Description

Our innovative and growing company is looking for an administration 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 administration supervisor

* Ensure that all parts requested are allocated picked and delivered to the technicians
* Ensure that all parts receiving is completed within 24 hours of shipment arrival and put into the correct location
* Allocate/De-allocate and distribute service parts according to service requests
* Ensure core units are shipped bi-weekly
* Schedule and follow the service inventory daily cycle count
* Review and approve parts orders on a daily basis
* Submit quarterly forecasts
* Manages time, attendance and schedules to ensure that the Administration group and Facilities Specialist is fully functioning on a daily basis and that work in the Administrative Department is accurate, professional, and completed on time – approves overtime assignments consistent with Company policy and the law to insure that eligible employees are properly paid for work
* Responsible for interviewing, making hiring recommendations – orient and train new employees helping existing staff with work related problems
* Motivates subordinates by coaching and counseling

## Qualifications for administration supervisor

* Employee performance assessment knowledge is desired
* Computer literacy including software applications (Word, Word Perfect, Excel, Access,etc.) is necessary
* Excellent interpersonal and teamwork skills are essential
* Ability to work with minimal supervision is desired
* Oversees analysis and coordination of amendments, reimbursement, and language changes
* Be the go to person for complex administrative tasks with a financial bent