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# Example of Administration Supervisor Job Description

Our innovative and growing company is looking to fill the role 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

* Address Accounts Payable enquiries – internal and external
* Train new Lease Reconciliation Analysts and Lease Administration Analysts on processes and procedures
* Administer lease payment programs and table updates (e.g., revenue share, consumer price index, ) in Oracle Property, review output for errors, research and resolve issues, make changes and approvals
* Participate as lead for Lease Administration team on cross-organizational projects impacting land lease data
* Liaise with Real Estate Head Office on all accounting transactions and lease administration activity to ensure that the required information is prepared correctly for entry into CTI, the financial accounting system, on a timely basis
* Review and interpret leases and prepare lease summary packages for transmission to Head Office Operational Accounting
* Lead the preparation of the annual property operating budgets the annual Performance to Plan (PTP) for the Real Estate office
* Review all quarterly and budget reports for accuracy, consistency and compliance
* Assist Real Estate Office Property Management and Leasing staff in analyzing and interpreting Operating Statements, Arrears, and Lease documentation
* Compile and prepare various working papers for year-end tenant recoveries, tax appeals, and tenant audits

## Qualifications for administration supervisor

* Support management and administrative staff in providing accounting expertise on expense management initiatives
* Monitor input of entries on Real Estate Purchase Order system and resolve issues or problems that may arise
* Lead and manage Administrative and Reception staff for the Real Estate Office
* Process new hire documentation for the Real Estate Regional Office
* Act as point of contact for technology implementations, repairs and service and hardware/software requirements
* Review, recommend, and implement improvements to established procedures and processes to increase operational efficiency