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# Example of Administrative Director Job Description

Our company is growing rapidly and is looking to fill the role of administrative director. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for administrative director

* Calendar management for Account Team
* Calendar management for Club 158 (INCITE meeting room)
* Assist Account Team in scheduling Business Partner creative reviews or strategy meetings that involve the Director, Vice President Brand Communications & Insights, and Chief Marketing Officer
* Open all job folders on the server
* Meeting setup and planning
* Register visitors
* Travel Planning – booking of trips and expenses processing, coordination with other travelers
* Maintain department email distribution lists and directories
* Onboarding of new employees and contractors, including desk location, accesses, equipment order
* Initiate employee moves and personnel changes

## Qualifications for administrative director

* Possession of a graduate degree in business or public administration, or related field
* Prepare managers expense accounts and monitors
* Deal with the management of holidays and time sheets of employees of departments
* Perform bookings of rooms and projectors of his department
* Replace other workers in their absence
* Assume any other relevant tasks related to its functions