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# Example of Administrative Manager Job Description

Our growing company is searching for experienced candidates for the position of administrative manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for administrative manager

* Participate in management meetings as appropriate to support the mission and programs of the Center
* Monitor and coordinate all programs and activities, providing regular updates to the Assistant Provost and the Center leadership
* Provide support for grant applications and submissions
* In collaboration with the management team identify the business requirements of the department and determine staffing needs
* Supervise and coordinate activities and workflow of two or three Budget Analysts (BA) and 4-5 Senior Research Service Analysts (SRSA)
* Plan, prepare and revise work schedules and assignments according to need
* Review performance data (monthly, quarterly executive summaries) to monitor and measure productivity, goal progress and activity levels
* Identify performance gaps and potential performance interventions
* In conjunction with the staff member identify training and development opportunities to improve performance and assist with career goals
* Resolve conflicts that interfere with the productivity of the department and seek HR input as needed

## Qualifications for administrative manager

* Ability to assist PI's with annual reports and communicate when required with the sponsor point of contact
* Promote a positive climate to improve productivity and increase performance
* Encourage continuous learning to enable staff to grow in their roles
* Review and approve payroll transactions such as ISRs and E-forms
* Oversee pre-review of effort and ensure completion of online Effort Reporting both quarterly and semi-annually
* As the ERS department coordinator tracks completion of effort pre-review and certification and follows up on any issues that need resolution (e.g., e-form)