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# Example of Administrative Manager Job Description

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

## Responsibilities for administrative manager

* Serves as Liaison for CEE External Advisory Board
* Acts as the contact person for various computer systems such as ASI, JDE, PC
* Supervise plant administrator clerical functions
* Supervise plant storeroom functions
* Write and revise handbooks annually (student and faculty)
* Provide course related support to faculty (e.g., Blue Jeans, Blackboard, schedules and textbook lists)
* Manage communication to applicants and admitted students and prepare admission letters
* May represent VUSN at recruitment booths at national conferences and events
* Track student progression from matriculation through graduation
* Serve as primary contact person to applicants

## Qualifications for administrative manager

* Ability to use online application system (SLATE)
* Period Close - Review and approve Journal Entries, P&L and Balance Sheet prepared by outsourced agency in-line with Group standards and local GAAP
* Approve intercompany billing, intercompany agreements and incoming performance charges
* Approve requests for capital expenditure, assets transfers, disposals and physical asset counts
* Review and approve Statutory/Fiscal Reports and Tax Returns prepared by 3rd Party providers
* Manage affiliate entity plan and support the annual transfer pricing documentation process in collaboration with Global and PwC/ or any another firm appointed for the job