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# Example of Administrative Office Manager Job Description

Our company is looking to fill the role of administrative office manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for administrative office manager

* Meticulous and dependable when handling sensitive data
* Performs duties to assist with the metro planning, community assessment, board priorities and donor stewardship efforts
* Planning, coordinating, and supporting a variety of meetings and presentations including arranging for venue, catering, duplication of materials, audio-visual needs, Assess and improve processes as needed
* Drafting routine correspondence including HR forms
* Develop and deliver content and messaging (via intranet, email, collateral, video, talking points, articles, blogs, town halls, social media, ) supporting the business vision, focus areas, priorities and transformation agenda, inclusive of executive and employee communications
* Prepare and finalize correspondence including letters, memoranda, briefing, presentations, daily and weekly meeting agendas and minutes, and reports requiring special formats
* Receive, read, and screen incoming department mail
* Maintain appointment calendars and support travel needs of the IO&T Team and Key clients
* Support travel needs of staff
* Provide full range of Administrative support activities for project Manager and staff

## Qualifications for administrative office manager

* Possess the ability to train and mentor staff and apply knowledge to achieve the department’s goals
* Must have the ability to analyze budgets, multiple accounts, and grant reports
* Must have good computer skills using university systems and procedures
* Establish strong working relationships with project sponsors, business stakeholders, Technology, Operations, peers
* Two year degree in business/office/administrative field preferred
* Strong writer and editing skills