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# Example of Administrative Office Manager Job Description

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

## Responsibilities for administrative office manager

* Collaborate with business leaders in driving the overall Robotics and Intelligent Automation (RIA) agenda across Technology & Operations
* Organize and launch a Firm-wide RIA Forum with key stakeholders to drive innovation, address common issues and share best practices across disparate teams and lines of business
* Develop, publish, and maintain Firm-wide RIA educational materials (e.g., framework for identifying processes well-suited for RPA or cognitive automation, successful use cases, best practices, demos, relevant trainings from platform vendors)
* Manage Firm-wide RIA communications for a wide variety of audiences, including executive-level communications and periodic newsflashes to users of RIA tools
* Liaise with various LOBs and centers of excellence across the Firm to track and forecast RIA activity, including impact/benefits
* Partner with technology domain owner on vendor strategy robotics governance & controls development
* Support senior staff with administrative duties including travel arrangements, including Travel Authorizations, phones, meeting planning and presentation preparation
* Provide lead work direction to EOP student staff
* Assist the Administrative Coordinator with recruiting and interviewing student assistants, professional and administrative staff
* Organize training sessions for student staff

## Qualifications for administrative office manager

* Associate Degree in Business Administration or related college course strongly preferred
* Strong command of English grammar
* Ability to work for extended periods of time on a PC with heavy use of keyboard to execute tasks
* Ability and flexibility to work evenings and weekends if needed
* 5+ years of experience in leading strategic business initiatives, process improvement initiatives, IT transformations and/or management consulting
* Strong entrepreneurial spirit and ability to structure and scope complex problems