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# Example of Administrative Operations Manager Job Description

Our company is growing rapidly and is looking for an administrative operations manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for administrative operations manager

* Responsible for tracking submission of Position Descriptions and PMPs to the HR Department
* Prepares emails/documents to HR to accompany new hire paperwork, job reclassifications, and necessary paperwork for all areas of human resources, including submitting request to fill for New, Vacant, Reclassification, and Terminated positions into HCM, and CU Recruit – following through with all steps of the hiring including the handoff of onboarding of new employee to supervisor/ manager/director
* Responsible for all department personnel and student employee files
* Ensures all files in electronic and hard copy are managed in an efficient and secure manner
* Responds to audit requests, meeting state and university requirements
* Holds human resources training for employees, supervisors, managers, and directors
* Working with University Risk Management, manages workman compensation claims so that all forms, documentation, procedures, and correspondence meet standards and deadlines
* Family Medical Leave coordination with HR
* Trains and develops staff on administrative tasks, document requirements, policies and practices
* Participate on various committees, training events, special projects, and focus groups, including activities to maintain current knowledge of developments in Human Resources (including Payroll Processes)

## Qualifications for administrative operations manager

* Office Technical Support SME
* Campus Support (committees)
* Experience with CU portal including Marketplace, Concur Expense Management, m-Fin, PeopleSoft Finance System, and Cognos
* Experience in budget analysis, planning support and statistical forecasting
* Experience working in a parking and/or transportation services department
* May development and/or oversee budgets, manage finances including monitoring, analyzing, forecasting, and reporting