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# Example of Administrative Services Manager Job Description

Our innovative and growing company is hiring for an administrative services manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for administrative services manager

* Develop SOP’s and other materials for recruitment
* Implement, administer and evaluate day-to-day administrative activities of the three key central University financial functions within Financial Management Services
* Represent the Office of Treasurer for administrative and coordination within the FMS and Business Affairs
* Coordinate outreach activities that may include communications, events, training and conferences
* Manage purchasing, and payments
* May direct staff to perform various tasks and assignments
* Coordinate agendas, meeting materials and logistics and meeting follow up
* Manages all daily aspects of the AA team to ensure effective and efficient service delivery
* Proactively meet with AA staff to build a cohesive team by educating, sharing information, and providing updates
* Meets regularly with individual AA’s to understand issues and assess workload, service challenges, and provide continuous, ongoing performance feedback

## Qualifications for administrative services manager

* Ability to effectively question decisions and conclusions using critical thinking skills and reasoned judgments
* Ability to apply an intellectually disciplined process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, and/or evaluating information gathered from, or generated by, observation, experience, reflection, reasoning, or communication, as a guide to belief and action
* Skilled in figuring out the processes necessary to get things done
* Counted on to exceed goals successfully
* Ability to set effectively prioritize competing needs and requirements
* Ability to build & manage complex business relationships