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# Example of Administrative Services Manager Job Description

Our company is looking for an administrative services 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 services manager

* Manage all daily aspects of the AA team to ensure effective and efficient service delivery
* Meet regularly with individual AA’s to understand issues and assess workload, service challenges, and provide continuous, ongoing performance feedback
* Coordinate AA assignments considering an individual’s career goals and the needs of the business
* Collaborate with other service lines and other AA Managers within Administrative Services and across multiple offices in support of AA service delivery
* Proactively reach out to P/P/MDs regarding AA support assignments and perform regular assessments to align AA skills with P/P/MD expectations and business requirements
* Proactively communicate issues, challenges, and solutions upwards to ensure successful service delivery and relationship management
* Provide overall responsibility for administrative, financial and human resource operations, ensuring appropriate and efficient provision of services and facilities to meet departmental and institutional goals and objectives
* Plan, develop, implement, analyze and control all fiscal aspects of the CCMP to meet departmental and institutional goals through operating (>$25MM) and capital budget development and processes to monitor the department’s compliance to budget
* Manage the functions and activities of the Administrative, Information Services and Financial section of the CCMP and its assigned 16 employees
* In collaboration with the Executive Director, develop strategic plans and recommend, initiate, implement, and monitor changes to processes and procedure designed to improve the efficiencies of the department

## Qualifications for administrative services manager

* Communicate and ensure compliance with all regulatory guidelines, with institutional quality standards and improvement initiatives
* Oversee the daily operations of the Cardiology and Pulmonary services, including the EKG, Echo and Pulmonary Function Testing (PFT) Labs to ensure efficient and effective operations and quality patient care
* Directly supervise Lab Supervisors, Physician Office Assistants and support staff to ensure the most professional, organized, efficient and appropriate management of the Cardiology and Pulmonary labs and physician academic offices in an environment that encourages staff development, continuous improvement, and the highest quality service
* Oversee the daily activities of staff, ensuring job duties are being completed accurately, thoroughly and within specified time frames
* Review requests that have a financial impact for conformance to budget
* Assist with special projects and other job-related activities as assigned by the Administrative Manager