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# Example of Manager, Administration Job Description

Our growing company is looking to fill the role of manager, administration. 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 manager, administration

* Lead and administer our equity stock administration function, including processing all employee stock transactions
* Ensure all participant equity plan transactions (grants, vesting, exercises, transfers, and forfeitures) are correctly processed and settled in a timely manner
* Implement and maintain equity-related internal audit and compliance processes
* Communicate and partner with business partners, including the Total Rewards team, Payroll, Finance and senior management, as needed, on all stock-related matters
* Provide prompt and accurate responses to employee questions and timely resolution of employee matters regarding equity compensation
* Partner with the Total Rewards team to develop all equity-related employee communication and education programs and strategic initiatives
* Assist with maintenance of corporate books and records (minute books)
* Attend meetings regarding IPM, COSMOS and other system enhancements, system defects, and system interfaces with the Marketing team, COSMOS team, and Enterprise Rights team, amongst others
* Identify goals and objectives of the department/division and the metrics associated with those goals and objectives
* Create and maintain records documenting departmental processes to facilitate cross-training of individuals within the department

## Qualifications for manager, administration

* Highly proficient in Microsoft Office applications (email, calendar-scheduling, contact management)
* 5+ years related publishing scheduling experience preferred
* Previous experience in entertainment industry or publishing along with a demonstrated ability to work with creative talent and talent representatives preferred
* Working knowledge of Microsift Dynamics NAV or ERP systems a plus
* Knowledge of auditing practices, procedures, and principles sufficient to analyze client operations
* Must have strong verbal and written communication skills to prepare and communicate audit reports dealing with facts and concepts for presentations to client management and external auditors