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# Example of Manager, Administration Job Description

Our company is looking to fill the role of manager, administration. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for manager, administration

* Validate and determine accuracy of Timeline information in collaboration with Management Staff
* Assist HOD in administering and monitoring of departmental entire activities
* Track and report P/L for the department
* Health & Safety compliance (CASPER, statutory compliance), Workrite etc)
* Follow good practice project management principles
* KPI compliance and monitoring and reporting including BMS project health checks with systematic detailed reviews on higher risk projects
* Establish and implement departmental policies, goals, objectives, and procedures, conferring with board members, organization officials, and staff members as necessary
* Respond to client and stakeholder audit requests and fulfillment of audit obligations
* Pre-paid customer life cyle management
* Supervisory responsibilities over the starts/permit administrator and construction coordinator roles ensuring all delegated responsibilities are being completed in a timely fashion and without errors

## Qualifications for manager, administration

* A bachelor’s degree or equivalent, preferably in music management, television production, or media communications is preferred
* Minimum of 2+ years supervisory experience of 5 or more people in a related industry/field
* Contract Administration process knowledge preferred and demonstrated leadership skills
* Any graduate with 5+ years of experience in Administrative functions
* In depth knowledge of live-production filming process
* Ability to multi-task meeting all deadlines and grasping new concepts quickly