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# Example of Manager, Administrative Job Description

Our company is searching for experienced candidates for the position of manager, administrative. 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, administrative

* Develop and implement department goals, objectives, ratios and procedures, including input from meetings with partners, practice group heads and director of administration
* Creation and development of local financial policies and procedures
* Provide Leadership for key projects –
* Participate in annual planning and budget preparations, helping plan and communicate financial targets for the Center
* Prepare financial and budget reports, closely monitoring expenditures in all centers
* Exercise judgment in preparing supporting or correcting documentation as deemed appropriate
* Participate in the implementation, interpretation and presentation of annual wage and salary plan to staff
* Encourage and support all staff through regular feedback and appropriate professional development in a professional and positive work environment
* Assist in defining the qualifications and performance expectations for all staff positions through the Performance Development system, including specific job descriptions and measurable performance standards
* Coordinate employment, wage and salary, benefits, employee relations and other specific personnel activities with the University's Human Resource department as necessary

## Qualifications for manager, administrative

* HS graduate or equivalent, college degree preferred
* Work closely with AO and Grant Manager in the monitoring and tracking all direct and indirect costs and insure they are in accordance with funding sources
* Process all Graduate students payments in accordance with Graduate Aid
* Assign and review work for administrative staff and student workers
* Ensure effective and efficient operations throughout the Center
* Monitor and ensure appropriate maintenance of the Center’s facilities, including meeting with professional/technical personnel to determine causes of a specific problem