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# Example of Manager, Administrative Job Description

Our company is growing rapidly and is searching for experienced candidates for the position of manager, administrative. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for manager, administrative

* Approve and track leave requests
* Serve as backup of SRSAs as needed during times of absence or heavy work volume
* Distribute incoming mail and prepare outgoing mail
* Assist in responding to written and verbal requests for information
* Prepare new client files and develop and maintain client filing system
* Provide direct administrative support to School Chair and School Associate Chair
* Supervise five administrative professionals within CEE
* Define and communicate administrative support staff duties
* Produce complex correspondence and documents
* Document review and editing

## Qualifications for manager, administrative

* Ability to manage and reconcile the state budgets
* Comprehensive knowledge of SAP and all of its functions
* Working knowledge of electronic proposal submission systems, Coeus, NIH Commons, FastLane, and Grant.gov
* Assist appropriate supervisory staff members with maintaining budgets and remaining within
* An in-depth understanding of unit organizational and operational issues strategic goals
* Schedule and make arrangements for meetings and other unit events