Downloaded from <https://www.velvetjobs.com/job-descriptions/manager-administrative>

# Example of Manager, Administrative Job Description

Our company is hiring for a 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

* Develop training and orientation programs for new hires, designed to prepare new employees for permanent assignment
* Manage performance appraisal process for department, including recommending increases, bonuses, promotions, and transfers
* Participate in administrative staff meetings and attend other meetings as necessary
* Manage recruitment for department including writing job descriptions and interviewing
* Develop training and orientation programs for new secretaries, designed to prepare new employees for permanent assignment
* Manage performance appraisal process for department, including recommending increases, bonuses, promotions, transfers
* Oversee departmental meeting content with supervisors and secretaries
* Recommend and coordinate disciplinary actions, ensure proper documentation, including performance improvement plans and terminations
* Coach and counsel supervisors and secretaries to assist in the resolution of job-related challenges, interpersonal conflict and workflow management
* Liaison between secretarial staff and other departments

## Qualifications for manager, administrative

* College degree in business administration or related field preferred
* Sr EA experience or intimate knowledge of the EA/AA role, BCG experience a plus
* Undergraduate or Master’s Degree in Business specializing in either Finance/Accounting
* Minimum total work experience of 8 years+ with progressive accounting responsibilities
* Experience working with shared service providers and within an international company is highly valuable
* Big 4 accounting experience, audit and tax knowledge is a plus