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# Example of Support Services Manager Job Description

Our company is searching for experienced candidates for the position of support services manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for support services manager

* Identify, clarify and resolve technical issues within own area
* Communicate operational objectives and assignments and delegate to staff
* Contribute to the development of plans to resolve business issues
* May develop and/or manage budgets for projects or work groups
* May establish service level agreements with clients
* Monitor technology trends and evaluate emerging technologies to recommend for adoption and implementation
* Accurate financial reporting and tracking of operational performance
* Manage small and large scale projects as assigned by the Director of Student Support Compliance and Policy
* Food Services – Bon Appetit Management Company, Subway, Elmhotaseb inc. (Sweet Yo Café)
* Vending – Avenue C by Canteen (located in EB Williams Library)

## Qualifications for support services manager

* Excellent computer skills especially in word, excel, PowerPoint
* Familiar with China Labor Law, social security regulations and policies and standard HR processes
* Responsible and conscientious for the job
* 5 years of relevant experience and a Bachelor’s degree in Finance, Accounting, Business, Computer Science, Engineering, or other related field
* Minimum 5 years of experience in working closely with cross functional teams
* Minimum 3 years of operations experience or equivalent roles