



Example of Administrative Director Job Description

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Our growing company is looking to fill the role of administrative director. 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 administrative director

- Supervise and manage office staff
- Develop and manage scholarship and fund raising activities
- Provide liaison with outside academic bodies including universities, licensing bodies
- Support the program director by preparing for and participating in all high-level meetings and presentation
- Provide support to alumni association and their activities
- Lead special projects and plan events as assigned
- Perform budget analysis and spreadsheet creation
- Maintain office filing system and record retention
- Complete Pre-Trip travel request and any Visa requirements, schedule travel and process Expense reports
- Receive telephone calls/voicemails and respond to priority requests for information including customer contacts, recalls, and dealer inquiries

Qualifications for administrative director

- In collaboration with the Medical Director of the Laboratory and Pathology, develops Quality Improvement plans
- Monitor and report progress on QI Plan
- Analyze results, develop corrective action, implement changes and measure results

- Monitors and reviews Quality control, instruments maintenance and proficiency testing
- May require some light accounting/budget review