



Example of Administrative Director Job Description

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Our company is growing rapidly and is looking to fill the role of administrative director. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for administrative director

- Calendar management for Account Team
- Calendar management for Club 158 (INCITE meeting room)
- Assist Account Team in scheduling Business Partner creative reviews or strategy meetings that involve the Director, Vice President Brand Communications & Insights, and Chief Marketing Officer
- Open all job folders on the server
- Meeting setup and planning
- Register visitors
- Travel Planning – booking of trips and expenses processing, coordination with other travelers
- Maintain department email distribution lists and directories
- Onboarding of new employees and contractors, including desk location, accesses, equipment order
- Initiate employee moves and personnel changes

Qualifications for administrative director

- Possession of a graduate degree in business or public administration, or related field
- Prepare managers expense accounts and monitors
- Deal with the management of holidays and time sheets of employees of departments
- Perform bookings of rooms and projectors of his department

