



Example of Administrative Director Job Description

Powered by www.VelvetJobs.com

Our growing company is hiring for an administrative director. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for administrative director

- Coordinate group outings and large meetings
- Org chart updates
- Assist in the purchasing process of stock photography
- Manage distribution of Job/ Project Folders to creative teams and oversee the annual archive of all Project Folders
- Quality of practice
- Education and professional practice evaluation
- Collegiality and collaboration
- Ethics, research, and advocacy
- Resource utilization, business skills, finance, and project management
- People management and human resources

Qualifications for administrative director

- 5 to 10 years of administrative experience, including 5 years in management administration
- Knowledge of CTS software a great asset
- Knowledge of office software and financial management tools (eg
- Teamwork, collaboration and demonstrated initiative
- Processing of confidential documents or information shown
- Current California license for Registered Nurse