



Example of Administrative Manager Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of administrative manager. 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 manager

- Examine, evaluate and process or approve investment documentation and transactions for the branch
- Plan, direct, and coordinate the activities of workers in the branch office
- Oversee the financial processing of transactions
- Recruit financial advisors and staff members and oversee their training process, coaching/counseling/motivating, performance reviews, and pay increases
- Network within communities to find and attract new business
- Prepare financial and regulatory reports required by laws, regulations and senior management
- Manage various other responsibilities for the branch such as budget projections/profitability issues
- Serves as the liaison for the Branch to Corp HQ as appropriate
- Client Advisor on-boarding
- Licensing and Registration/CE

Qualifications for administrative manager

- Demonstrable experience in launching new programs, ability to juggle multiple changing priorities and problem solving
- Proven track record in the ability to drive Operational Excellence by analyzing

- Ability to independently make high level decisions using problem-solving and analytical skills
- Solid experience working within a Turn Around scenario, including change management
- Experience with Learning, Organizational and/ or Talent Development theory and practice
- A deep appreciation and understanding of our client centric strategy