



# Example of Administrative Supervisor Job Description

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Our company is searching for experienced candidates for the position of administrative supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for administrative supervisor

- Provides input for the purchases of office supplies and furniture, office equipment, in accordance with company purchasing policies and budgetary restrictions
- Direct the work of the administrative professional staff ensuring efficiency through effective utilization of assigned resources
- Coordinate and oversee the day-to-day operations of the group
- Obtain and provide information related to short and long range objectives, policies, procedures and practices
- Ensure team provides outstanding service to their Executives
- Improve the processes and policies in support of organizations mission
- Manage and increase the effectiveness and efficiency of Support Services
- Provide overall supervision for a team of five academic services assistants, and well as any seasonal, temporary staff
- Administrative and clerical support of professional staff are managed through a shared services process
- Supervise and manage staff of 35+ Administrative Assistants to include scheduling, payroll, employee relations, annual reviews

## Qualifications for administrative supervisor

- Nurse Practice Act, JCAHO, Labor Law, all related and affiliate contracts, Workmen's Comp, Kaiser policies and procedures, Medicare/Medicaid, Health Department, Employee Benefits, Human Resource policies and

- The incumbent will be required to communicate regularly via telephone, email, and possibly face to face with internal and external audiences and must be able to exchange accurate and timely information in these settings
- Proficiency with Microsoft Office suite (Excel, Word, Outlook)
- Manage and increase the effectiveness and efficiency of Support Services (HR), through improvements coordination and communication between support and business functions • Play a significant role in long-term planning, including an initiative geared toward operational excellence
- To have supervisory responsibility for the Administrative Team, including allocation of work tasks, monitoring of holiday cover / working arrangements and staff development requirements, providing pastoral care, training and support where necessary
- To establish working relationships with key contacts to help improve service levels, developing appropriate communication links with the University's Schools / Directorates and outside bodies as required