



## Example of Administrative Supervisor Job Description

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Our growing company is looking to fill the role of administrative supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

### Responsibilities for administrative supervisor

- Encourage and foster associate development through daily interactions and feedback
- Make daily rounds and communicates with the nurse in charge to assure that patient care needs are met
- Identify opportunities for quality improvement and initiates appropriate referrals
- Initiates requests for the maintenance and repairs of office equipment and facility maintenance and repairs
- Liaison with 2FM Graphics for the ordering of departmental letterhead, business cards
- And performs related duties as required
- Overseeing the operation and delivery of patient care in collaboration with department leaders and team members, monitoring and facilitating patient flow/ throughput
- Completing special projects and performs other duties as assigned
- Able to support the bedside clinician to meet the needs of the department as needed
- The per diem nursing supervisor will be scheduled for one night shift per week with additional opportunity to work when coverage is needed

### Qualifications for administrative supervisor

- ACLS and telemetry certification is required
- Represent Inflight by speaking during various events such as recurrent lunch, New Hire Base Orientation, company training sessions, and other employee events
- Attend monthly FA Socials
- 3 years of experience in professional administrative roles (office manager, program administrator, administrative Supervisor etc) or a related field is strongly preferred
- Proficiency with Sharepoint strongly preferred