



Example of Manager, Administration Job Description

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Our growing company is looking for a manager, administration. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for manager, administration

- Verify material movement through security gates and cross verifies the records with the entries made in respective registers
 - Supervise the receipt and processing of all team paper work in line with standard operating procedures
 - Maintaining and updating records, files and computer database, as required, to ensure accurate reporting can be achieved
 - Handle petty cash and adhoc purchases for running office operations, keep record of bills / cash in hand and submit the bills to supervisor for review / approval
 - Account co-ordination – internal co-ordination of all operational activities affecting the client's scheme
 - Problem resolution – involving investigation into unsatisfactory actions, assessing consequences of these, and discussing with RD whether problem should be raised with the client
 - Process improvement - identify and where possible modify processes to improve operational efficiency or client service levels
 - Reporting - Provide reports to clients and internal departments
 - Regular review meetings with Relationship Directors – build the rapport, trust and confidence of the Client Management team through meetings with relevant RDs and gain as much knowledge as possible about the clients and their requirements
 - Manager employment functions for the company
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- Experience with automated CRM program, along with Wide Orbit or other traffic software experience a plus
- Minimum of (3) years of contract management experience in the public or private sector
- Ability to build rapport and communicate effectively at all levels within an organization
- 3+ years of experience with relevant business systems
- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and budgetary and personnel requirements
- Work experience directly related to the role is required