



# Example of Operations & Administration Job Description

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Our growing company is looking for an operations & administration. 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 operations & administration

- Ensure RTSC and subcontractor employees receive adequate Operational Support via functional staff
- Ensure task order compliance with all contractual requirements and deliverables in the form of reports, databases, and briefings
- Coordinate and manage administrative activities for all contractor and subcontractor personnel by providing direction and guidance to Program Management Officers
- Complete administrative tasks any other responsibilities tasked by the Program Manager
- Assist in the development of personnel policies and accountability
- Assist the PM in creating, maintaining and delivering to the TOR and COR all required reports
- Manage/support and provide oversight of the movement of personnel and equipment throughout the area of operation via air and grounds assets within Afghanistan battlefield tracking
- Manage/support employees arriving/departing country via military (MILAIR) or commercial aircraft
- Maintain constant threat situational awareness through the review of classified and unclassified reports
- Manage the processing of visas and work permits required to ensure the program is in compliance with the Bilateral Security Agreement (BSA) and

## Qualifications for operations & administration

- Provide leadership for the management and implementation of special projects and client integrations
- Document and share best practices and participate in efforts to documents and strengthen internal controls and improve data and service quality
- Work closely with Account Directors to ensure ongoing compliance with KPIs and SLAs
- Work closely with management and staff to ensure all processes and playbooks continually reflect current workflows for each client
- Direct the performance of and provide on-going guidance and mentoring to the lease administration teams
- Subject Matter Expert of lease administration abstraction, lease documents, best accounting practices, high quality and highly accurate data management, and property management