Example of Support Services Manager Job Description

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Our company is searching for experienced candidates for the position of support services manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for support services manager

- Identify, clarify and resolve technical issues within own area
- Communicate operational objectives and assignments and delegate to staff
- Contribute to the development of plans to resolve business issues
- May develop and/or manage budgets for projects or work groups
- May establish service level agreements with clients
- Monitor technology trends and evaluate emerging technologies to recommend for adoption and implementation
- Accurate financial reporting and tracking of operational performance
- Manage small and large scale projects as assigned by the Director of Student Support Compliance and Policy
- Food Services – Bon Appetit Management Company, Subway, Elmhotaseb inc. (Sweet Yo Café)
- Vending – Avenue C by Canteen (located in EB Williams Library)

Qualifications for support services manager

- Excellent computer skills especially in word, excel, PowerPoint
- Familiar with China Labor Law, social security regulations and policies and standard HR processes
- Responsible and conscientious for the job
- 5 years of relevant experience and a Bachelor’s degree in Finance, Accounting, Business, Computer Science, Engineering, or other related field