

# Administration Manager Job Description template

## Administration Manager Job Description Template/Brief

We are seeking a dedicated Administration Manager to join our team. The Administration Manager will oversee the daily operations of our administrative department, ensuring efficient and smooth business functions. This role requires a proactive approach to managing office resources and supervising administrative staff. The ideal candidate should have strong leadership skills and experience in administrative functions.

## Administration Manager Job Profile

The Administration Manager plays a key role in managing the overall administrative activities within the company. They will be responsible for streamlining office operations and leading a team to maintain a productive work environment. This role demands strong organizational skills and the ability to handle multiple tasks effectively.

## Reports To

The Administration Manager reports to the Director of Operations.

## Administration Manager Responsibilities

- Oversee and coordinate day-to-day administrative operations.
- Supervise and support administrative staff by providing guidance and training.
- Develop and implement office policies and procedures.
- Manage office supplies inventory and place orders as necessary.
- Coordinate and organize company events and meetings.
- Ensure compliance with company policies and regulations.
- Handle communication with vendors and service providers.
- Assist in budgeting and financial planning for the administrative department.
- Prepare operational reports and schedules to ensure efficiency.

## Administration Manager Requirements & Skills

- Proven experience as an Administration Manager or in a similar role.
- Strong leadership and team management skills.
- Excellent organizational and multitasking abilities.
- Proficient in using office software such as MS Office and ERP systems.
- Strong communication and interpersonal skills.
- Ability to handle sensitive and confidential information.
- Bachelor's degree in Business Administration or related field.