

Administration Management: Supervisor, Administration

Supervises employees in central office service activities for optimum utilization of services and equipment including receptionists, duplication, records (filing), word processing, messenger service, supplies, mail services, telecommunications, telephone and fax services, secretarial services, cafeteria, and building security. Arranges for purchase of office supplies and equipment. May also supervise maintenance and alteration of office areas and equipment layout and housekeeping.

Management Role

Accomplishes tasks mainly through direct supervision of non-exempt and entry-level exempt employees.

Policy and Strategy

Directs daily operations of work area.

Freedom to Act

Assignments are largely established in accordance with schedules and deliverables. Work is reviewed for accuracy and completeness.

Impact

Decisions have a direct impact on work unit operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules.

Liasion

Interacts daily with subordinates and/or peers within similar and/or related functions primarily for the purpose of presenting and exchanging information.

Minimum Education and Experience

Bachelor's Degree in Business or related field and 5+ years of diverse professional experience which may include 1+ years previous lead or supervisory responsibilities.