

Administration Management: Associate Manager, 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 results through lower level subordinate supervisors or through experienced exempt employees who exercise significant latitude and independence in their assignments.

Policy and Strategy

Administers and executes policies, processes, and procedures that affect subordinate employees and the workflow of the work area.

Freedom to Act

Assignments are task or activity oriented. Work is reviewed for soundness of judgment and overall quality and efficiency.

Impact

Decisions impact work area operations. Erroneous decisions or recommendations or failure to achieve results might cause delays in schedules and require the allocation of more people and financial resources.

Liaison

Interacts internally primarily with subordinates and other supervisors. External interaction is typically with suppliers, vendors and/or customers. Primary purpose of liaison is information sharing and basic problem resolution.

Minimum Education and Experience

Bachelor's Degree in Business or related field and 7+ years of diverse professional experience which may include 3+ years supervisory responsibilities.