

Administration Management: Sr. 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

Generally accomplishes results through lower management levels.

Policy and Strategy

Establishes operating policies and procedures that affect departments and subordinate sections and work area. Interprets company-wide policies and procedures. Develops budgets, schedules, and performance standards.

Freedom to Act

Assignments are objective oriented. Work is reviewed in terms of meeting the organization's objectives and timelines.

Impact

Decisions have an extended impact on work processes and outcomes. Erroneous decisions result in critical delays and modifications to projects or operations; cause substantial expenditure of additional time, human resources, and funds; and jeopardize future business activity.

Liasion

Interacts frequently with internal and external management and senior-level customer representatives concerning projects, operational decisions, scheduling requirements, and/or contractual clarifications. Leads briefings and technical meetings for internal and external representatives.

Minimum Education and Experience

Bachelor's Degree in Business or related field and 12+ years of diverse professional experience to include 5-7+ years managing respective areas.