

## **Administration Manager**

### **SUMMARY:**

Coordinates activities of clerical personnel in organization by performing the following duties personally or through subordinate supervisors.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- analyzes and organizes office operations and procedures such as typing, bookkeeping, preparation of payrolls, flow of correspondence, filing, requisition of supplies, and other clerical services.
- evaluates office production, revises procedures, or devises new forms to improve efficiency of work flow.
- plans office layouts and initiates cost reduction programs.
- prepares activities reports for guidance of management and performs such other duties as might be assigned by Supervisor.
- formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records.
- coordinates activities of various clerical departments or workers within department as might be required from time to time.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)