

JD For Vice President Administration

Job Title: Vice President Administration

Company: [Company Name]

Location: [City, State]

Job Description:

As the Vice President Administration, you will be responsible for overseeing the administrative operations of the company, ensuring that they are efficient and effective in achieving the company's objectives. You will lead and manage the administrative team, ensuring that they are motivated, and that they work effectively as a team to deliver high-quality services.

Key Responsibilities:

- Develop and implement administrative policies and procedures that support the company's objectives.
- Oversee the day-to-day operations of the administrative team, ensuring that they deliver high-quality services.
- Manage the company's facilities, including the maintenance of buildings, equipment, and other assets.
- Ensure that the company complies with all legal and regulatory requirements, including those related to health and safety.
- Develop and manage the company's budget for administrative operations, ensuring that resources are allocated effectively and efficiently.
- Manage relationships with vendors and suppliers, ensuring that the company receives high-quality services at competitive prices.
- Develop and maintain effective working relationships with other departments and senior management, ensuring that administrative services are aligned with the company's overall objectives.

Technical Competency Requirements:

- Manages facilities maintenance and repair ensuring optimal functioning.
- Implements health and safety regulations ensuring compliance.
- Allocates resources efficiently to manage budgets effectively.
- Utilizes technology tools and systems for administrative management.

Behavioral Competency Requirements:

- Motivates and manages teams effectively to achieve goals.
- Communicates clearly and collaborates effectively with colleagues.
- Identifies and addresses issues proactively to prevent major problems.
- Manages multiple priorities, meeting deadlines with strong organization skills.
- Maintains confidentiality and handles sensitive information with discretion.

Qualifications:

- Bachelor's degree in business administration, management or related field.
Master's degree preferred.
- Minimum of 10 years' experience in a similar role, with a track record of success in managing administrative operations.
- Strong knowledge of Microsoft Office and other office software tools.
- Experience in managing budgets and financial resources effectively.
- Strong interpersonal and communication skills, with the ability to work effectively with a wide range of stakeholders.