



Administration

22 job description templates for
administrative roles

Administrative Roles

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Strategy Consultant

Job description

We are looking for an experienced Strategy Consultant. You will advise our clients on the best strategies to grow their business.

- Provide insight into effective planning strategies.
- Evaluate existing documents, including vision, mission statement, and the business plan to assess the company position.
- Promote internal change campaigns to notify employees of changes and engender buy-in from critical personnel.
- Develop a rubric for a leadership decision-making process.
- Identify and develop strategies to help leverage critical capabilities.
- Determine growth strategy by evaluating current opportunities in the market and identifying potential revenue streams.
- Write business documents and reports to show progress toward established goals.

Job Benefits

- [X] salary
- [X] vacation days
- Sick, personal and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job Requirements

- [X] year(s) experience as a Strategy Consultant.
- Strong analytical thinking and creative problem-solving.
- Ability to lead, and motivate others to affect real change.
- Ability to develop alliances from different types of stakeholders.
- Project Management Professional (PMP) or other related Certification.
- Excellent verbal and written communication in [X] language.
- [X] degree in Economics or relevant fields.

Strategy Manager

Job description

We are looking for an experienced Strategy Manager. You will work directly with C-suite level executives to ensure that daily objectives, reports, and metrics align directly with the company's goals.

- Evaluate new business models and corporate relationships.
- Negotiate complex business models, partnerships, transactions, and other commercial agreements.
- Identify and target attainable opportunities in the market.
- Clearly define company goals and long-term strategy.
- Examine the profitability of each product, store location, and line of business in order to re-direct resources.
- Utilize skills in project management to lead large teams in change processes.
- Develop methods for motivating and inspiring stakeholders.
- Leverage professional networks to attain critical resources.
- Provide training materials for process owners who need support.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Experience in strategic planning and business analytics.
- Ability to lead, inspire and motivate teams.
- Strong presentation and negotiation skills.
- Excellent verbal and written communication in [X] language.
- [X] degree in Business Administration or relevant fields.

Secretary

Job description

We are looking for a warm and well-organized Secretary. You will support the office's workflow by fulfilling administrative tasks.

- Take notes during board meetings and disseminate the information to board members.
- Maintain electronic and physical records of all transactions.
- Answer phone, take messages, and respond to inquiries.
- Manage office suppliers and make orders when necessary.
- Reconcile reports each day.
- Record any expenditures from the petty cash during the day.
- Maintain a calm and pleasant demeanor at all times.
- Provide clients with information upon request.
- Update the contact information of staff, clients, partners, suppliers in the database.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Ability to maintain a consistent filing system.
- Strong attention to detail.
- [X] year(s) experience as a Secretary.
- Pleasant phone presence.
- Familiarity with corporate settings and office life.
- Excellent verbal and written communication in [X] language.
- High school diploma

Program Coordinator

Job description

We are looking for a capable Program Coordinator. You will be responsible for a variety of administrative tasks to ensure our programs' smooth operations.

- Coordinate the day-to-day operations of the programs.
- Schedule calls, meetings, and follow up all items in the agenda.
- Thoroughly monitor workload, working hours, and the progress of employees working in the programs.
- Utilize strategies for the management of internal staff.
- Assist in the updating of project files, plans, budgets, and policies.
- Coordinate data collected from the programs.
- Maintain documentation from programs' activities.
- Disseminate reports to the management team.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) experience in coordinating programs in a relevant sector.
- Strong knowledge of program management's procedures and practices.
- Great command of MS Office and program management software.
- Excellent communication and problem-solving skills.
- Excellent verbal and written communication in [X] language.
- [X] degree in Business Administration or relevant fields.

Project Coordinator

Job description

We are looking for a passionate Project Coordinator. You will facilitate creative and dynamic ideas' execution within the context of the budget that is allocated for each project.

- Locate and distribute the appropriate resources, equipment, information.
- Follow the standards for production, productivity, and problem resolution.
- Identify problems in the work process in order make improvements.
- Take recommendations from the clients and Management team in order re-organize projects.
- Ensure that each team member is able to complete deliverables according to project deadlines.
- Prepare project proposal, timeline, and budget.
- Communicate with team members and clients to provide project updates, changes to requirements, and anything needed.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) experience in Project Management in a relevant sector.
- Ability to lead a project team by setting a positive example.
- Excellent communication and presentation skills.
- Great command of MS Office and project management software/tools.
- Excellent verbal and written communication in [X] language.
- [X] degree in Business Administration or relevant fields.

Project Manager

Job description

We are looking for an energetic Project Manager. You will balance client and company needs while considering resources, timelines, and business requirements.

- Create charts to display a timeline for project goals, objectives, and milestones.
- Hold meetings with project team to disseminate updates, or changes to the plan.
- Communicate information from client meetings to team members to ensure projects are delivered in a timely manner and within budget.
- Review work submitted by team members.
- Address any logistical issues that may hinder project progress.
- Work with project team to evaluate final deliverables before submission to the client.
- Probe clients for other opportunities.
- Develop comprehensive project reports.
- Facilitate post-project meetings to establish project takeaways.
- Assess team member performance during and after projects.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- A track record of managing projects in the company's market sector.
- Ability to understand and improve client requirements.
- Ability to hold team members accountable for goals, and take responsibility for the work.
- Ability to plan, schedule, coordinate, and organize an interdisciplinary team.
- Excellent verbal and written communication in [X] language.
- [X] degree in Business Administration or relevant fields.

Management Consultant

Job description

We are looking for a highly motivated Management Consultant. You can think through complex problems and offer multi-faceted solutions that are feasible.

- Use different project management methodologies to complete projects.
- Perform assessments to identify the needs of the client.
- Use performance metrics to measure the scope of the problem.
- Determine possible solutions to the client's problem.
- Test the solution on a small group to assess effectiveness before full-scale implementation.
- Implement the solution throughout the entire organization.
- Evaluate the effectiveness of the solution after a determined period of time.
- Work with internal, external consultants and other experts.
- Host workshops and other events to develop buy-in throughout the organization.
- Submit project reports and findings to the Management team.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) experience as a Management Consultant, or relevant roles in consulting and operational management.
- Strong knowledge of project management and change management methodologies.
- Excellent problem solving and coaching abilities.
- Strong conceptual and analytical thinking.
- Good social acumen.
- Excellent verbal and written communication in [X] language.
- [X] degree in Business Administration or relevant fields.

General Manager

Job description

We are looking for an experienced General Manager. You will give leadership to the whole team, recommend the most efficient processes, and drive sales.

- Take full P&L responsibility for the business.
- Manage all staff across sales, operations, administration, and finance.
- Look for potential business growth and research market potential.
- Aim for and achieve a great increase in revenue in the target markets.
- Lead, inspire, and motivate all direct reports.
- Create and implement effective business plans.
- Give presentations at meetings, events, openings when necessary.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Excellent communication and presentation skills.
- Strong leadership skills.
- Ability to develop a high performing team.
- Ability to multitask while adapting to changing priorities.
- [X] year(s) experience in sales.
- A proven track record of handling a variety of management tasks.
- Excellent verbal and written communication in [X] language.
- [X] degree in Business Administration or relevant fields.

Data Entry Operator

Job description

We are looking for a productive Data Entry Operator. You will complete detailed work with a high level of accuracy.

- Insert and update data on a frequent basis. Proofread data for accuracy.
- Use algorithms and other methods to clean the data (e.g. fill holes, ensure usability).
- Retrieve and review data from external sites, clients, and/or projects managers.
- Report technological or other issues that affect productivity.
- Develop new methods to enter data more efficiently.
- Communicate with data collection specialists to verify data that might be unclear.
- Maintain the hardware and equipment required for the job.
- Support the training of new Data Entry Operators.
- Input identifiable information to allow for data tracking.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- A proven track record of working with data entry.
- Ability to maintain a high level of accuracy for long periods of time.
- Strong attention to detail.
- Familiarity with Microsoft Office products, software packages and other relevant equipment.
- Ability to type [X] Words-Per-Minute.
- High school diploma and/or relevant certifications.
- Excellent verbal and written communication in [X] language.

Business Analyst

Job description

We are looking for a motivated and detail-oriented Business Analyst who is able to handle large volumes of data. This position allows you to grow with a strong company while using your skill set to create solutions for business problems.

- Analyze critical data (e.g. financial spreadsheets, legal documents, strategic plans) with appropriate aides, tools, or software.
- Report findings of analysis to project team and other stakeholders.
- Track project time to completion, anticipate delays, and notify the appropriate personnel.
- Clean data, perform quality assurance, delete useless figures, fill holes, to ensure the accuracy of large datasets.
- Document methodology and system processes for data analysis to communicate methods with other analysts and/or other members of the project team.
- Research most relevant data handling/analysis methods for each new project.
- Evaluate dataset to determine whether more information is required from clients.
- Use solution-oriented approach to interact with clients.
- Follow-up with clients to ensure satisfaction and provide ongoing support.
- Review Requests for Proposals in order to ensure client retention and secure new projects.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Experience working in business, system analysis, or quality assurance.
- Excellent analytic skills to draw business relevant conclusions.
- A proven track record of assessing requirements and testing.
- Solid knowledge of appropriate equipment and software.
- Ability to perform detail-oriented work in a fast-paced environment.
- [X] degree in Business, Computer Science, or related fields.
- Excellent verbal and written communication in [X] language.

Business Acquisition Executive

Job description

We are looking for a dynamic and experienced Business Acquisition Executive. You will reach out to companies who would benefit from our product, and be involved in the full sales cycle.

- Develop goals and objectives for the business development team.
- Lead the business development team to meet goals and track progress.
- Identify prospects' needs and their business drives. Explain our product's value proposition.
- Maintain the database to ensure regular contact with leads/prospects.
- Attend industry events to network with prospective clients and build long-lasting client relationships.
- Create and execute strategic development/marketing plan, including, budgetary requests and justifications.
- Track and report progress with implementation of strategic plan for senior staff to evaluate change needs and/or success.
- Research and recommend new sources for growth opportunities.
- Present products and give demonstrations to prospects and existing clients.
- Build prospect profiles to analyze possible needs and areas of opportunity.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Have a strong network, also on social media.
- Meticulous attention to details and analytic thinking.
- Excellent ability to solve problems, presentation, and communication skills.
- Experience meeting with clients or selling over the phone or screens.
- Excellent verbal and written communication in [X] language.
- [X] year(s) experience in account management or relevant roles.
- [X] degree in Business Administration or other related fields.

Branch Manager

Job description

We are looking for a motivated Branch Manager to support the local geographic area. A “can-do” attitude will contribute directly to your success with this organization.

- Hire, train, manage, and schedule branch staff.
- Handle customer feedback and complaints in a responsive manner to ensure customer satisfaction.
- Communicate with headquarters for weekly/monthly reports.
- Share business intelligence and opportunities with headquarters and other branches.
- Manage the electronic and cash transactions, including merchant processing equipment, online booking systems, and cash drawers.
- Complete nightly/weekly/monthly cash flow reports.
- Track the utilization of products and services to assess seasonality.
- Ensure legal compliance with local, state, and federal regulations.
- Implement process strategies from corporate policy and procedural manuals to increase productivity and sales targets' achievement.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- Strong knowledge of management practices.
- Ability to drive performance to meet sales targets.
- Excellent organization skills, leadership, and human resources management skills.
- [X] degree in Business Administration or equivalent.
- A proven track record of managing branches.
- Excellent verbal and written communication in [X] language.

Associate Consultant

Job description

We are looking for an agile Associate Consultant to join our fast growing team. This position offers room for exponential growth within the organization.

- Support lead consultants on client projects.
- Develop financial and operational analysis and processes.
- Perform administrative tasks in a time sensitive manner.
- Monitor various aspects of a business. Present solutions and recommendations to clients and other stakeholders. Assist as execution happens.
- Identify clients' needs and develop future plans. Work with clients' teams to execute the plans to achieve great financial results.
- Report project status to internal and external team members.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) experience in business, consulting, and supporting project management plans.
- Excellent analytical skills and financial modeling experience.
- Strong commitment and work ethics.
- [X] degree in business administration or equivalent.
- Excellent verbal and written communication in [X] language.

Program Manager

Job description

We are looking for a seasoned Program Manager. You will work directly with clients to guarantee that the deliverables fulfill their requirements and concepts.

- Develop strategies and tactics to ensure desirable deliverables.
- Recruit, manage, and execute projects efficiently.
- Train and provide guidance to staff so that they complete procedures and reach goals.
- Update procedures for all execution activities. Document the process.
- Develop, implement, and assess the quality control process during the production of deliverables.
- Coordinate resource and assign it properly.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) experience as a program manager or relevant roles.
- Knowledge of standards, recommended practices, and industry codes in program management.
- Excellent leadership.
- A proven track record of managing staff of different departments to produce deliverables according to schedule.
- Good command of MS Office and program management software like Basecamp, MS Project.
- Excellent verbal and written communication in [X] language.
- [X] degree in Management or relevant fields.

Operations Manager

Job description

We are looking for a professional Operations Manager. You will help improve our company's performance and profitability.

- Set up the overall structure and tools that maximize the staff's potential.
- Plan and direct our company's operations in alignment with regulations and requirements.
- Implement effective methods and strategies to secure organizational well-being.
- Analyze financial statements to optimize resources and enhance profitability.
- Material and equipment procurement.
- Monitor production KPI's and perform quality controls.
- Develop Health and Safety policies. Mentor, coach, and supervise staff.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) experience as an operations manager or relevant positions.
- Sound knowledge of organization and operations management.
- Exceptional organization, social and commercial skills.
- A proven track record of developing budget and leadership.
- Proficiency in databases, MS Office.
- Effective communication with all levels of our company.
- Excellent verbal and written communication in [X] language.
- [X] degree in Operations Management or relevant fields.

Office Manager

Job description

We are looking for an experienced Office Manager. You will help improve our workplace so that great work can be done.

- Manage all facilities in the office, from organizing cleaners to weekly ordering supplies.
- Be the go-to person for office operations like maintenance, mail, supplies, equipment.
- Organize schedules, meetings, and appointments.
- Make sure the bookkeeping is up-to-date.
- Assist accountants with VAT reviews at the end of the financial years.
- Keep a record of procurements and pay bills when due.
- Ensure that all purchases are in budget and approved by a senior member.
- Build long-lasting relationships with our suppliers, vendors, service providers.
- Ad-hoc administrate when needed.
- Keep the office up-to-date with policies.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) experience in managing office.
- A proven track record of handling a variety of administrative tasks.
- Sound knowledge of office management systems and procedures.
- Ability to work independently with little or no supervision.
- Great organization skills and attention to detail.
- Excellent verbal and written communication in [X] language.
- [X] degree in relevant fields.

Office Assistant

Job description

We are looking for a self-starter Office Assistant. You will be the face of our company and the backbone of the daily life of the office.

- Undertake various office support tasks under pressure.
- Welcome visitors in person or via telephone.
- Maintain a safe and clean office. Notify HR when there are issues to be addressed.
- Schedule meetings and appointments.
- Prepare, receive, and log mails and shipments.
- Manage office supplies and equipment inventory.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) experience as an office assistant or similar positions.
- Enjoy wearing many hats, multitasking, running errands.
- Meticulous attention to detail.
- Excellent organization and time management skills.
- Experience in working in a team in an office environment.
- Excellent verbal and written communication in [X] language.
- [X] degree in relevant fields.

Executive Assistant

Job description

We are looking for an energetic Executive Assistant. You are well-organized and proactive.

- Provide administrative support to the executive on a timely, effective, and professional manner.
- Complete all assignments on time.
- Deliver weekly or monthly reports on assigned projects.
- Communicate effectively with all levels of our company.
- Assist operational activities as needed.
- Arrange meetings, meals, travel plans, speaking engagements.
- Keep documents, processes, procedures up-to-date.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) experience in corporate administration.
- Excellent multi-tasking and time management skills.
- High ability to handle confidential information.
- Proficiency in MS Office and office management systems.
- Excellent verbal and written communication in [X] language.
- [X] degree in relevant fields.

Business Manager

Job description

We are looking for an expert Business Manager. You will lead our staff to achieve business operation efficiency and profitability.

- Develop business plans with clearly defined goals for growth.
- Coordinate operations and provide guidance to enhance staff's performance productivity.
- Build strong relationships with partners, stakeholders, suppliers.
- Ensure excellent customer service through the sales process.
- Track all inward and outward inquiries.
- Process required paperwork accurately and timely.
- Assess frequently the overall performance against business goals.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) experience in the role of business manager.
- Excellent communication, presentation, negotiation, and leadership skills.
- Strong understanding of business processes and strategy design.
- A proven track record of optimizing the sales process by utilizing CRM and data analysis.
- CDP qualified is a plus.
- Excellent verbal and written communication in [X] language.
- [X] degree in Business Administration or relevant fields.

Business Consultant

Job description

We are looking for a progressive Business Consultant. You ensure our clients' business development and long-lasting success by providing informative guidance.

- Sit down with clients to assess and address their situations.
- Research into clients' business. Analyze the data to pinpoint the problems and their causality.
- Give excellent solutions and recommendations that fulfill clients' requirements.
- Develop business plans to implement changes.
- Assist clients along the way and resolve any problems incurred.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) experience in business consulting.
- High ability to work with various business of different fields and sizes.
- An all-round knowledge of business and market forces.
- Excellent analytical thinking and problem-solving skills.
- A passion to over-deliver great business consulting services.
- Proficiency in MS Office, business management software like CRM and ERP, and databases.
- Excellent verbal and written communication in [X] language.
- [X] degree in Business Administration or relevant fields.

Assistant Manager

Job description

We are looking for a proactive Assistant Manager. You will take care of multi managerial tasks to ensure the staff achieving defined objectives.

- Assist the manager in planning and organizing.
- Communicate with customers to identify and evaluate their requirements.
- Oversee the operations, budget, and resources.
- Publish reports and analysis as required.
- Redesign current processes based on customers' needs.
- Take responsibility for adhering operations to our company's policies and regulations.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) experience as an assistant manager or a similar position.
- A business mindset and leadership skills.
- Strong understanding of data analysis.
- Proficiency in MS Office and other administrative tools.
- Excellent verbal and written communication in [X] language.
- [X] degree in Business Administration or relevant fields.

Administrative Assistant

Job description

We are looking for a robust Administrative Assistant. You will implement administrative procedures, policies, and systems to ensure our company's high performance.

- Support different levels of management and staff with communication and organization.
- Maintain the workflow.
- Handle phone calls.
- Improve systems by analyzing current practices, documenting records, controlling forms.
- Research into growth opportunities for administrative staff.
- Maintain the operation of equipment on a daily basis.
- Manage the supplies inventory by frequent checking, anticipating needs, ordering, and verifying supplies' receipts.

Job benefits:

- [X] salary
- [X] vacation days
- Sick, personal, and parental leave
- Child and elder care
- Health insurance
- Retirement plans
- Professional development

Job requirements

- [X] year(s) experience in administration work.
- A proven track record of successfully managing processes.
- Experience in MS Office and other administrative tools.
- Strong reporting and problem-solving skills.
- Be flexible, proactive, and resourceful.
- Excellent verbal and written communication in [X] language.
- [X] degree in relevant fields.



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