

JOB DESCRIPTION OF AN ADMINISTRATIVE MANAGER

Experience:

Prefer 2 years experience in an administrative position including customer service, organizational tasks, and follow up duties.

Job Skills:

Computer Literate

Knowledge/management of accounts payable and receivable procedure.

Demonstrate the ability to handle many tasks and functions concurrently.

Assist management in multifaceted areas including but not limited to; Project and field coordination, “detail”, and “follow through”.

Human Resource management skills.

Maintain and improve Company procedures and organizational systems.

Capable of vendor sourcing and small parts procurement.

Type 40 words per minute.

Personal Skills:

Communicate effectively in both a written and verbal manner to: upper levels of management, subordinates, customers, and related trades.

Knowledge/Education:

Bachelor’s degree in Business Management, or Liberal Arts.

Possesses fundamental knowledge of:

Time Management

Word processor, spreadsheets and related software(s)

Responsibilities:

Enter all invoices owed and pay them on time.

Issue Invoicing to clients and follow through until payment is received.

Familiarize with the services provided by DBG: Design, Engineering, and Integration.

Build and maintain positive relationships with vendors and customers and CO-workers.

Order small parts and equipment as specified. Always negotiating for the best price available.

Coordinate delivery of equipment to arrive in time to meet established deadlines, and handle any other coordination details involved in a project.

Meet all established commitments and milestones.

Consistently strive to improve personal knowledge of Technology.

Be flexible to shifting needs, deadlines, and priorities.

Consistently strive to recognize changing needs behind instituted systems and change these systems as needed.

Try to be aware of the need for the institution of new systems and relay any ideas you may have.

Address all issues and tasks as professionally and positively as possible and see each to its completion.

Refer individuals or issues to the proper party when you are personally unable to be of assistance.

Follow up and follow through on all assignments and any items or information outstanding.

Update and maintain all Human resource materials as needed.

Maintain proper stock of office supplies/materials.

Provide credit info when needed and maintain Vendor/Dealer Agreement binders.

Responsible for day to day functions of the Office, and at times, Office to Field (or vice versa) coordination.