

Other Administrative Services Managers

Other Administrative Services Managers are professionals who plan, direct, and coordinate support services within organizations, ensuring efficient operations, compliance, and resource management. They oversee departments such as facilities, records, security, and office services to support overall organizational effectiveness.

Duties and Powers

- Plan, organize, and manage administrative and support services within an organization.
- Supervise administrative staff, providing training, guidance, and performance evaluations.
- Develop and implement policies, procedures, and standards for office operations.
- Manage budgets, allocate resources, and oversee procurement of supplies and equipment.
- Ensure compliance with organizational, legal, and safety regulations.
- Monitor service quality, efficiency, and productivity of administrative operations.
- Coordinate facilities management, records management, security, and other support services.
- Resolve operational issues, complaints, or conflicts within administrative functions.
- Prepare reports, documentation, and performance analyses for senior management.
- Advise management on strategies to improve administrative efficiency and cost-effectiveness.