

Supervisors – General Office and Administrative Support Workers

Supervisors of general office and administrative support workers oversee the day-to-day operations of administrative teams, ensuring efficient workflow, accurate record-keeping, and effective support for organizational activities. They coordinate tasks, monitor performance, and maintain compliance with policies and procedures.

Duties and Powers:

- Supervise and coordinate the work of administrative and office support staff.
- Assign tasks, monitor progress, and ensure deadlines are met.
- Review and approve reports, correspondence, and documentation prepared by staff.
- Develop and implement office procedures, policies, and best practices.
- Provide training, guidance, and performance evaluations for team members.
- Maintain records, databases, and filing systems for accuracy and accessibility.
- Resolve staff or client inquiries and administrative issues.
- Prepare operational reports and summaries for management.
- Ensure compliance with organizational policies, safety, and regulatory requirements.
- Recommend improvements in administrative processes and office efficiency.