



Job Title:	Administration Manager	Job Category:	Management
Department/Group:	Administration	Job Code/ Req#:	02
Location:	Houston, Tx	Travel Required:	+ / - 25%
Level/Salary Range:	Level XX	Position Type:	Full Time - Contract
Company Contact:	Business Development	Date Posted:	5/2018
Will Train Applicant(s):	No	Posting Expires:	5/2019

Job Description

ROLE AND RESPONSIBILITIES

Saferis Safety Services is seeking an enthusiastic, independent, and attentive professional to provide management for our business support services. The Administration Manager (AM) is responsible for providing administrative and financial management support to all members of Saferis Safety Services and will function as the primary contact person for associated working groups.

The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The AM will have the ability to manage work groups, steward financial resources, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelors Degree w/ Communication Focus

PREFERRED SKILLS

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks with excellent attention to detail
- Recruit and train personnel and allocate responsibilities and office resources
- Plan and coordinate administrative procedures and systems and devise ways to streamline processes
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations
- Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Monitor costs and expenses to assist in budget preparation
- Oversee facilities services, maintenance activities and tradespersons (e.g electricians)
- Organize and supervise other office activities (recycling, renovations, event planning etc.)
- Ensure operations adhere to policies and regulations
- Keep abreast with all organizational changes and business developments
- Proficient in Microsoft Office (Outlook, Word, Excel, SharePoint and Power Point)