

## Manager Administration

### Manager Administration Job Responsibilities:

Supports operations by supervising staff; planning, organizing, and implementing administrative systems.

### Manager Administration Job Duties:

- Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
- Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results.
- Provides communication systems and serve as liaison with Office Bearers by identifying needs; evaluating options; maintaining equipment; approving invoices.
- Purchases materials and supplies for core programs and operations by obtaining requirements; negotiating price, quality, and delivery; approving invoices.
- Completes special projects by organizing and coordinating information and requirements; planning, arranging, and meeting schedules; monitoring results.
- Improves program and service quality by devising new applications; updating procedures; evaluating system results with users.
- Contributes to team effort by accomplishing related results as needed.
- Communication with member jamaats, NASIMCO Post updates, and respond to donor queries on email and in-person.
- Event management - Planning and executing NASIMCO Elections and Annual Conferences.
- Plan and launch core NASIMCO programs and provide requisite support and resources.
- Type meeting minutes.

### Manager Administration Skills and Qualifications:

Tracking Budget Expenses, Staffing, Quality Management, Managing Processes, Organization, Coaching, Communication Processes, Disciplining Employees, Motivating Others, Promoting Process Improvement, and Reporting Skills.

Remuneration will be based on qualification and experience. To apply for this position part-time/full-time, send your resume and cover letter addressed to NASIMCO Secretary General at [secretariat@nasimco.org](mailto:secretariat@nasimco.org)

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