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Administration manager resume format

Creating ResumeThe job market can be extremely competitive and landing an interview depends on the quality of a resume. For a hiring manager to take the next step from CV review to maintenance scheduling, this document should provide clear insight into the applicant's orientation for success. This Administrative Manager resumes template spotlighting key abilities, skills and experience at a glance, as a quality resume should. Resume template for Administrative ManagerCharlie DavisProfessional SummarySkilled Administrative Manager can effectively supervise administrative activities and staff within busy office environments. Mentoring leader commits to orchestration of work according to team member features. Adept communicator with skill within legal, medical and executive offices. Core QualificationsMicrosoft Office ProfessionalNotary Public Certification90 WPM TypingQuickbooks AccountingProject ManagementMedical and Legal Terminological Parliamentary ProceduresExperienceAdministrative Manager, August 2009 — PresentStryker, Smith & Jefferson, LLP — New Cityland, CAManage the daily activities of 14 administrative assistants, law clerk, file clerk and research staff within a thriving law office. Works with paralegals for project completion and appropriation of case-related tasks. Provides payroll processing for the department and ensures that time management remains efficiently and accurately accounted for. Build databases and other document templates for administrative departmental use. Administrative Manager, April 2005 — August 2009Cityland Regional Healthcare — New Cityland, CASupervised the activity of 12 medical administrative assistants, 14 clerical workers and two medical secretaries. Weekly meetings on ongoing projects to ensure adequate appropriation of time and talent. Performed administrative tasks as needed to supplement team activities. Administrative Assistant, June 2004 — April 2005Walker McDonald Mfg., Inc. — New Cityland, CACollaborated with other clerical staff on assigned administrative tasks for the organization. Typed correspondence and developed reports to meet associated deadlines. Filled in for receptionist during breaks and leaves of absence. Education2004 Bachelor of Arts, EnglishUniversity of California - New Cityland, CACustomize Resume1. What's the best way to include digital skills on an administrative manager? You can enclud digital skills in two places on your resume. The first is to list it with your qualifications. You can make very specific statements such as, Proficient in Microsoft Office. You can also be familiar with software programs that you're less proficient in. The second place you can add these skills is with your work experience. You can use a bullet point to name your successful company's website design or use of payroll software to execute. Watch our administrative manager resume sample for more good ideas.2. How How you write about hobbies on your resume? If you have space at the end of your resume, you can add a section for hobbies, interests, or extracurricular activities. It's a particularly good idea if your hobbies are beneficial and relevant, such as volunteering at a children's home or participating in the creative arts. Use a bulleted list with short statements that include any accomplishments. Did you win first prize in the tango dance-off? Write it down here. See our administrative manager resume sample for an example.3. What is the best format for a resume: PDF, MS Word, or txt? Most employers prefer to receive your CV as a PDF or MS Word document. If they specify one or the other, make sure you follow their instructions, otherwise the choice is yours. MS Word documents can be inadvertently modified or erased, while a PDF cannot. However, not everyone has downloaded a PDF reader on his or her computer. Whatever you choose, make sure the format is clean and easy to read, as illustrated in our administrative manager resumes sample.4. How should your education department resume in an administrative manager? The education department belongs to the end of your CV unless you follow it with the hobbies section. Always list your grades in reverse chronological order, the most recent grade first. Include the name of the degree, the year you earned it, and the name and location of the awards setting. You don't have to post your GPA, but name any honors you've received. If you have a certification, include it here too, although if you have more than one, you should add a certification section. If you haven't completed a degree yet, that's okay. You can list grades that are in progress. Need additional help with this section? Study our administrative manager resume sample, or use our resume builder for step-by-step instructions.5. What will resume in the qualification section of an administrative manager? As you can see from our administrative manager resuming sample, you need to list your office and tech skills in the qualifications section. Hiring managers want to see that you can use the software and tools needed to manage an office. It's also nice to add some soft skills to the mix, such as excellent communication, negotiation and time management capabilities, but only if you have enough room to do that. Manage branch administration, including branch facilities and provide administrative support as needed for the Complex Admin Manager (eg. HR processes, facilities, P&M; L, tech lialing, new employee on board, disaster recovery, etc.) Conduct performance reviews and make personnel decisions such as compensation and promotions of administrative support staff in accordance with firm policy coach and educate all employees on administrative policies and procedures Implement service excellence standards, including coaching and of administrative support staff on the best practices for customer experience can be delegated functions and approvals for the branch/complex (eg. BMSS, email review, ECAR, etc.) as well as delegated Life and Health Insurance Licences, necessary if overseeing this business recruitment, select, onboard, train and manage administrative support staff (eg. CSAs, BOAs) in your location and can manage administrative support team in Associated branches where no Admin Manager is present, delegated surveillance functions and approvals for the branch/complex (e.g. BMSS, email review, ECAR, etc.) as well as delegated approvals and authorizations follow up locally on issues identified by complex supervisors Support and drive strategic firm initiatives Partner with Complex Administrative Manager and Home Office to address any management or personnel issues 3 years of experience with a leading financial institution Relevant management experience in branch operations High School Diploma or equivalent requires; College Degree Recommended Drive and Dedication Work in Partnership FINRA Registrations: Series 7, 66, 8 or 9, 10 and Insurance Review daily trading activity for trends and inconsistencies To ensure that customer investment strategies are suitable for their current needs and risk tolerance Facilitation compliance training and tracking Firm element and mandated training To ensure that UFOs are properly licensed to perform business leverage centralized utilities for process improvement Use existing review forms semi-annual audits of each Secondary locations should be visited annually and respond to Sales practice complaints received verbally or in writing for Merrill rand assistance in arbitration, legal affairs Control and review New Account Numbers and approve New AccountProfiles for Option, Margin and Cash trading using EAO system Feed Active Account Reviews Provide market and non-market action decisions Monitor and review Investor Profile Change Monitor accounts with large debit balances and short-market values over \$500,000 and coordinate approval with Credit Administration andclients Review Policy Settlements of a particular threshold to ensure that establishments within firm policy and procedures Review exception requests for Control securities and coordination with Field FSAs/BFAs Monitor and review customer accounts for potential risk regarding mutual fund deals, concentrated positions, and margin usage Review Compliance 1028 exception items for potential exposure , andensure timely and appropriate follow-up Monitor all address changes submitted by customers and Field FSAs/BFAs Management projects/initiatives to improve sales oversight and detection management Need FINRA Series 7, 8 or 9/10, 63/65 or 66 to be for the role (instead of the 8 or 9/10 we may consider maintaining all of the following licenses: 4, 24 and 53) Strong capabilities, communication and delegation skills Make independent decisions on diverse business issues, and as manager qualified through industry registrations, on compliance matters and oversight responsible for mediating all supervisory issues escalated by Complex Office Management team members, many compliance-related reviews by various supervisory reports participate in making decisions with the director and others with regard to disciplizing or termination of any complex associates responsible for performing due diligence on recruitment of the competition, as well as coordinating any legal proceedings as a result of recruiting or losing UFOs to the competition Responsible for identification, follow-up, escalation and reconciliation of compliance and other risk matters, and partnering with CBRU and Legal when appropriate Trading independently with FAs and customers when appropriate , evaluate, execute and address customer needs in an effort to ensure overall service satisfaction, retention and procurement Responsible for coordinating decision-making regarding client settlements, warning appropriate parties of possible substantive violations of legal, regulatory or ethical standards, or of circumstances that could expose the Firm to significant financial loss, regulatory criticism or negative publicity responds to and resolves complaints, works with Litigation or Compliance staff regarding sales practices received from customers or regulators Responsible for managing registration process, as well as ensuring that branch personnel have appropriate registrations to do securities and other business requiring registration and/or licenses, ensure compliance and cooperation between Market, Complex and state, federal and industry regulators and are the primary contact for internal and external examinations and regulatory inquiries responsible for the approval and/or compensation of seminars and events in the , work with CBRU to ensure that police are responsibly complied with for the approval and monitoring of expenses (facility, headphone, etc) on Market and Complex level Monitor and supervisory communication with the public, including written correspondence, electronic communication and liaison with media relations relating to

interviews Responsible for the training and education of all branch personnel responsible for communicating compliance opportunities to the Director and Market Management Team who make the following decisions that support staff (hiring, performance evaluations, disciplinary Financial Advisors, Client Associates and other staff Expert knowledge of regulatory and supervisory requirement and corporate policies and procedures Industry registrations including 7, 9, 10, 63 and 65. Additional licenses if necessary Branch Office experience, including OF sales, products and operations Broad knowledge of internal and branch office reporting systems and reasonable faculty with computer application Capability to communicate effectively (oral and written) Strong time management skills and the ability to prioritize Strong management skills, including the ability to plan effectively, affect, Negotiate, supervision and delegate Demonstrate the ability to lead their own work and the work of others Ensure an environment that encourages, supports and provides the resources for associated development and motivation Effective interpersonal skills, including maturity, healthy judgment, teamwork orientation and sensitivity to confidential business, human resources and client related issues responsible for partnering with Financial Advisors to regulatory, financial and, can be, in their absence Visit associate or SMT offices within the complex Qualifying Project management support for various initiatives within the coverage programs Standardize AML senior management reports and presentations Providing support for the Annual Compliance Plan Development and Maintenance of wealth management AML 3DR website and internal resource portal – including working with other areas to improve features and develop content Design and distribute monthly AML Americas statistics cover (tracking status of RADAR issues regulatory exams and inquiries, training, development of KRIs) Participation in special projects, such as developing internal training for the coverage programs (soft skills, new hire orientation, new manager) and creating new rental resource guides for each coverage program Help with Business Continuity Planning for NY-based staff coordination and publishing AML Weekly Alerts of Interest (responsibilities for this process include weekly publication coding/development, ensuring submissions are received on the deadline is copied and added to each template, creating and distributing email edition by early Friday morning each week) Critical thinking and analysis Strong knowledge of HTML, JavaScript, CSS, Adobe Creative Suite Strong analytics and research skills Strong Knowledge of Microsoft Office & Outlook Functionality Strong knowledge of Microsoft SharePoint 2007 designs Good understanding of financial services/AML a plus Schedule appointment for executive management Maintain daily agenda for senior designers and project managers Maintain project task lists Maintain purchase schedules Procurement and Purchasing Products and Materials Link with vendors by email and phone Prepare payments to vendors Complete administrative rims and review tasks organizing ability to balance multiple and follow-up to completion of tasks Highest level of communication skills and a friendly demeanor Ingo Benxity and independent task management skills Natural problem-solving capabilities in the face of urgent deadlines Genuine interest in interior design, Construction, sculpture and antique furniture At least 2+ years of office or team of administrative responsibilities preferred Proficient in Microsoft Office, Google Enterprise Solutions and Dropbox Help the Regional Administration Manager take all reasonable steps to ensure compliance with legal and regulatory requirements within each jurisdiction Help the Regional Administration Manager in implementing and managing the risk control process (e.g., margin loans, structured and derivative transactions, etc.) within the Branch, the regional administration manager assists with operational issues such as trade processing, settlement, corporate accounts, collateral calls and portfolio support Help the Regional Administration Manager in reporting, both informal and by way of regular (monthly/quarterly) formal written report, on the performance and compliant status of the Branch Administration, Operations and Risk Control activities at the Head of Private Wealth Management USA, the Global Private Wealth Management Chief Administration Officer and US Legal and Compliance and are taking steps to ensure timely action is taken to correct shortcomings Help the Regional Administration Manager to oversee the management of special client situations, Client complaints and extraordinary risk-related issues Identify and report issues and risks, including compliance with matters such as client complaints to senior management, immediately ensure compliance with the firm's requirements regarding training and competence, along with the Regional Administration Manager, for supervision and authorization of all client activities, including Opening New Accounts, Funds Payout Authorization, Risk Trades Assisting in recruiting and training branch support staff Provide continual education for branch support staff Participate in U.S. or International committees as needed (e.g., formulate policy and procedure) Provide support for the regional manager on an as needed basis Help the management team in reviewing and rejudicing the remuneration of employee expenses Help the regional management team with special and ad hoc projects Communicate and facilitate any supervisory investigation or process that requires escalation from the Private Wealth Management Branch to Private Wealth Management National Management Work closely with Human Resource Staff on any HR issues related to private wealth management branch employees Taking all reasonable steps to ensure compliance with legal and regulatory requirements within each jurisdiction (Blue Sky, CBOE, customer correspondence, compliance report reviews and logins, trade blotter and run review, CNC's, error Employee trade, etc.) Take all reasonable steps to ensure adequate revval and organization to achieve Private Wealth Managers require standards of quality for existing and expected levels of business activity Take steps to ensure that appropriate systems and controls are in place to effectively carry out the operational activities of the Branch, including all aspects of trade processing, settlement, Corporate accounts, collateral calls and portfolio support Business Unit responsibility to ensure Business Continuity Plans of Private Wealth Management SU meet firm requirements Identify and report issues and risks, including compliance Bachelor's degree required or equivalent education or experience Past industry experience working with Private Wealth Advisors and Ultra High Net Worth Clients Spanish speaks Effective written and verbal communication skills and strong attention to the ability to prioritize and solve and escalate complex problems as necessary ability to identify issues and trends in order to anticipate change and recommended solutions and remedies Ability to workflow assignments organize and prioritize in a deadline-day oriented environment Ability to communicate with Private Prosperity Advisors and clients Excellent judgment and use of discretion Management end to end the process of recruiting and training administrative support staff and training ongoing management and support for development Follow-up local issues that have been identified by Complex Directors and escalate when necessary Identify and implement cost effectiveness with office (P&amp; L management) FINRA Registrations: Series 7, 66, 9, 10 (or equivalent) 5+ years of experience with a leading financial institution Relevant management experience as an Administrative Manager or other substantive leadership role a required Management and Development of People Leverage resources and delegates effectively Leading the administrative and support team members Work closely with Complex Supervisory Officers and Operations Hub Manager Management to end process of recruitment and development of direct reports, including branch facilities and overall cost management to improve profitability Oversight and new customer accounts, Errors, Customer Correspondence and Communication Approve Oversight of employee-related activity and management of the transition of recruits' accounts Monitor customer accounts, transactions and FA conduct Relevant management experience as an Administrative Manager or other FINRA Registrations: Series 7, 66, 9 and 10, Insurance License is preferred Recruitments, Tests, Selects, Orients, Trains and Supervisory Operations Support Associates in various branches Handle all administrative matters in hiring/terminating UFOs, and FA Pupils, and their transition in and out of the branches Carry continued performance management, scheduled and salary reviews of operations operations Local associated files Do staff meetings at all complex locations Coordinate registrations, continued education, licensing, etc. of staff Keep complex manager in the application of all applicable matters, and assist in disseminating information to associates Knowing as Resident Manager or Rep in Charge when circumstances require Help Complex Manager with the control of expenses and industry at peak efficiencies can assist in the development and monitoring of office income and expenses May track expense reports, marketing allowances/expenses and other complex expenses/cost-bas Utilize good interpersonal and verbal and written communication skills financial advisors, support staff and home office staff Work independently, under minimal supervision Bachelor's degree (B.A.) from four-year college or university in related field and three (3) to five (5) years Administrative Manager experience in the financial services industry Developed Relationships with key internal clients, to identify emerging needs and proactively address Create the structure and conditions that allow information to flow within a team influencing clients and/or firm leaders to achieve operational goals Manage a large group of people within a Defined discipline, geography or national department Serve internal clients by partnering with other groups within the matrix organization, cultivating relationships, aligning people and processes, and identifying workplace efficiency Quickly setting up full project plans for project teams, including goals, milestones, priorities, team composition, timelines and deliveries Compelled effective teams by creating the right mix of skills and the appropriate environment Warning teams and colleagues to influence social, economic and technology trends likely Ernst & Young's strategy Drive significant portions of large or highly complex projects Strong leadership qualities Attention to detail, together with good organizational skills Competent in identifying and using work-related resources Ability to mid-to-large-size teams demonstrated understanding of a specialized industry and/or a specific sector Detailed knowledge of the Policy and procedures of a professional services, with Lotus Notes experience prefer a Minimum of 8-10 years of experience in a related industry/business environment A minimum of 3 years in the general management Drafting full project plans, including goals, milestones, priorities, team, timelines and deliverables Proactively develop business through the of discussions with existing clients about possible additional work coordinates and help with budget budget and function within the approved budget Expect customer needs, and follow up to confirm that internal clients are completely satisfied Create a knowledge transfer culture within the team Develop an understanding of key business and financial managers that determine Ernst & Young's success Exercise influence at many levels of the firm Proactively identify and address project risks and opportunities Identify alternative approaches, when necessary Supervision small to mid-sized teams within a place or department ethical and financial issues Confident on working with all levels within the firm, building solid relationships with various internal groups A minimum of 2 years experience of managing people 3-Solid understanding of formal purchasing processes and accompanying financial/accounting required 4 actions with integrity that ensure ethical decisions 5-better negotiating skills are taken with proven track record of success 6 analyst ethical and problem-solving skills 7-client focus and service-oriented 8-Microsoft Office skills were required, good JD Edwards/Oracle/SAP skills desired 9-Proven management and leadership skills 10-Proactive and results floated 11-teamwork and able to work under pressure 12-ISO, ISM, CIPS or relevant procurement institution member or accreditations are highly preferred to ensure that the provision of goods or services is carried out in the most efficient and cost-effective manner taking into account timing, technical, Financial and quality requirements Lead and implement country tactical operations by leveraging spending, contract management and policy compliance Lead Mexico website acquisition/purchase function with a focus on continuous improvement Developed, implements and maintenance policies and procedures to reduce costs, streamline procedure And implement Solutions Implement the Common Frame Agreements with Suppliers of Goods and services Lead or Participate in Major Negotiations on behalf of the US Guideline the procurement strategy for all high value spending items the country to develop and implement Local Procurement improvement plans supporting costs, quality and delivery requirements Management providing ratio and negotiations including standard assessments and reviews, and resolution of operational and performance issues Report to Procurement Management Director for the categories in the country to the Global Procurement Director of Latin America Organizing and managing day-to-day departmental administrative and operational functions, Reviews, priorities, analyzes and responds to correspondence and incoming calls directed to director/chair. Research has requested information and takes the necessary actions to address issues and solve problems as advised by department committees with the implementation of new programmes and changes. Coordinate and subject university committees for approval and implementation. Manage Management projects for the Director/Chairperson Direct overseeing department staff, work-study students and casual workers. Recruits, interviews, rentals, provide training and technical supervision. Evaluate employee performance, provide guidance and feedback to staff. Counseled and discipline employees as required. Make recommendations for promotions, terminations and salary decisions to director/chairperson in accordance with university policy. Recommend and monitor the professional development opportunities for staff. Maintain staff records Develop and manage budgets. Authorize expenses, monitor account reconciliation and status to ensure compliance with fiscal guidelines and regulations. Prepare financial reports as required. Analyze data for trends or conclusions and provide results and recommendations to director/chair. Direct continuous purchase activities coordinates and assemble confidential documentation. Ensure completeness and accuracy of the documentation for submission to the department, school and/or university for review, voice and/or approval. Maintain confidential files. Coordinate and monitor distribution of confidential materials Serve as central information resource and advise on departmental and university policies and procedures. Examine information, as requested, and relay official interpretations. Maintain currency on revisions to departmental, school and/or university policies and procedures. Prepare appropriate paperwork for new appointments, supplementary salaries and adjustments Evaluate and solve problems. Refer to relevant university office for additional services/counselling. Liaise with other offices to facilitate problem resolution as liaison between director/chairman and sensitive, confidential or high-profile contacts outside the department. Plan and coordinate special events such as fundraising, conferences, lectures and/or seminars. Develop promotional materials. Negotiate with vendors for sites, facilities, guest accommodation and meals, and other goods and services Participate in contract and allocation proposal development. Investigate and identify funding sources. Communicate agency requirements and deadlines and develop internal schedules for tracking proposal development and response. Ensure compliance with agency requirements. Prepare pro-forma budgets. Coordinates the production of materials and reviews final product for quality. Set up budgets, and monitor and report expenses. Interact with university contract and give administrators and agency representatives to provide information, solve questions or problems and coordinate visits using facilities, equipment and space, as well as maintenance and repair of existing facilities and equipment Establish and maintain appropriate network of professional contacts Use existing review form to complete semi-annual audits of each individual V/LBFA location, to compliance with all procedures, institutions and circumstances. Secondary locations should be visited annually and review New Account numbers and approve New account profiles for Option, Margin and Cash deals using EAO system Monitor accounts with large debit balances and short mark values over \$500,000 and coordinate approval with Credit Administration and customers should have FINRA Series 7, 8 or 9/10, 63/65 or 66 to be considered for the role (instead of the 8 or 9/10 we may consider candidates to hold all of the following licenses: 4, 24 and 53) Business relationships with key internal clients and firm leaders to achieve program goals and goals. Develop and implement a robust marketing and communication strategy for informing staff affected by programs Establish key program metrics to measure program success and identify areas of non-compliance: drive program fulfillment by identifying and sodging issues Develop training materials; confirm that staff understand their roles and responsibilities in compliance with the program implement tools and processes to streamline app operations; regularly use process re-engineering and six sigma methodologies Understanding industry benchmarks and be an active member in professional organizations relevant to the program Prepare the annual budget and track expenses, in order to operate within approved guidelines Develop the program strategy, maintain responsibility for its overall success, as measured by key metrics Serve as the firm's subject resource for the program you manage, and make strategic decisions work autonomously to overcome internal resistance to change, exhibit strong leadership advantage and develop individuals and teams. Use human management processes and tools such as staff, training, supervision, coaching and performance management to achieve optimal performance Develop a deep scholarly knowledge of your program and the supporting tools, statistics and leading practices; use your knowledge and skills to better align with large internal clients and drive program success; use your understanding of strategic trends to help develop strategies Strong marketing, spanship, project management, problem-solving and analytical skills Understanding strategic trends in the major industries you support a minimum of 10-12 years experience in a medium-to-large environment, conducting business analysis, sales and marketing, business development and/or project management Bachelor's degree in a related discipline Advanced degree preferred Proven ability to manage risk, make sound decisions through a deep understanding of industry regulations, supervisory requirements, policies/procedures, wealth management concepts, and financial services products Strong analytical skills with the ability to identify trends, cause and effects, implement improved processes to mitigate risk Demonstrated a strong and effective leadership leadership leadership through clear communication and cooperation with others, Make sound decisions with courage and conviction Series 7,66 (or equivalent),9,10 (or equivalent) Licenses Ability to work under deadline pressure and prioritize tasks with strong attention to detail Demonstrated phone skills and news judgement Excellent interpersonal oral and written communication skills Ability to deal with all levels of management and staff in a highly professional manner Professional judgment regarding detail and trust Excel, Peoplesoft, Kronos, Google mail and Google Calendar and Internet/Intranet require 3 to 5 years of experience, in a rapid working environment Participate in strategic and tactical business planning and implementation Create, improve and maintain an infrastructure to support business operations from an assigned functional area, perform human resource management tasks, including identifying performance problems and making recommendations for remediation action; evaluation of performance; participation in the maintenance and selection process; and identifying training and development needs and recommending appropriate learning experiences Coaches and mentors administrative support staff perform financial management tasks, including the preparation of budgets and financial reports, the approval of expenditure and the examination of variations Develop and implement systems and processes for maintaining records and documentation Coordinates preparing special analyses and information reports for management participate in the development, implementation and maintenance of policies, Objectives, and develop and implement projects and programs to aid in achieving established goals Interprets, apply and recommend changes to organizational policies and procedures Ensure effective coordination occurs within assigned functional area and with other functional areas Develop and maintain effective and efficient workflow Identify trends and recommend affirmative action Maintain currency in best practices in management and business administration Investments, practices and procedures used in the securities industry Preparing budgets and financial reports and examining variants Analyzing and interpreting financial data and preparing financial reports, States and projections Develop systems and processes for maintaining records and documentation Preparation of analyses and information reports for the management Develop and maintenance of effective and efficient workflow Identification trends and determining impact on assigned functional area Develop and document, including organizing, prioritizing and scheduling work; dealing with performance issues; and participation in the interview and selection process Foster a cooperative and partner with others Areas to achieve goals Facilitate meetings, ensuring that all viewpoints, ideas and problems are addressed Incorporate needs, will and objectives of different business unit perspectives in project planning and implementation Incite enthusiasm and influence, motivate and persuade others to interpret desired outcomes and apply policies and identify and recommend changes as appropriate Analyze problems and develop creative solutions With stressful situations and provide a high level of customer service in a calm and professional manner Establish and maintain effective works relationships at all levels of the organization, including negotiating resources Maintain currency in best business administration practices Establish operational goals and work plans, and delegates assignments to subordinate managers Develop systems and services that support Xerox and business unit needs; provide leadership and focus in the field of expertise Responsible for achieving measurable results on time and on budget Develop and subsequently implement new projects, policies and procedures for the department(s) to meet specific objectives, including but not limited to Activity-based Compensation (ABC) Formulate and implement procedures on operational processes; Ensure operations' effective performance of goals Prepare related reports and audits current procedures Ensure employee conformity with Xerox and MBE policies, procedure and applicable federal, state, and local laws and regulations Choose, develop, and evaluate staff ensuring efficient operation of the function Rig and manage the daily operations of the payroll function and/or the federal multi-state and local payroll tax function Ensures the generation of the company and MBE payroll including holiday and sick leave accrual, overtime and withholding status Serves as liaison with other departments in the resolution of payroll issues Analyze transaction data to formulate accurate transaction rates for Activity-based Compensation Programme, direct the planning, development, implementation and administration of HR programmes and initiatives at the programme level Facilitate organisational and leadership development efforts Establish functional business plans and provide guidance for the development and management of services to achieve program goals Advise program management on HR policies and programs, making or recommending appropriate decisions in accordance with organization's strategic direction Now managing daily efforts, maintaining all email boxes Work regularly with administrative team to implement any ideas that would streamline work activity Will run reports for the department on a weekly, monthly and annual base Setting Schedules to cover weekend shifts Use various computer platforms multiple work duties and conducting training for staff staff and services still meet the changing needs of clients Develop and implement unit administrative processes and procedures in accordance with the overall Institute administrative policy Define and communicate administrative staff duties; monitor performance and provide feedback Oversight of the maintenance of unit financial records Overseeing unit human resources administration to include transaction processing, time reporting and records maintenance oversight and coordinate direct administrative support to unit management. Organize and oversee unit records management feature Coordinate unit purchasing activities, including preparing the purchase of documents, ordering and maintaining supplies, etc. Education: Bachelor's degree in Business Administration or related field or equivalent combination of education and experience Work experience: Four to five years working related experience Skills: This position requires supervisory and organization skills, knowledge of general office administrative processes and practices, records management and event planning Preferred Work Experience: Five to seven years as an Administrative Manager or in a similar role, managing the following areas for a department or unit: finance/accounting, purchasing, travel, event planning, and executive administration. Previous work experience in a university institution administers staff and payroll functions for the programme's faculty, staff and student employees. Recruits, screens, hires and trains staff. Evaluate employee performance and provide guidance and feedback to assigned staff Financial responsibilities include performing the core financial, business and budgetary functions for the program. These include development, monitoring and reconciliation of the programme's budget and sub-budgets, detection, billing and depositing tuition income, and taking affirmative action when needed on tuition payments and debtors. Provides projections, forecasts and analyses financial impacts as well as the manufacture of regular and special financial reports as required for the app's operations. Reconcile financial records with other university/school databases. Ensuring compliance with applicable laws, rules and regulations, including University and School financial policy and procedures Administrative responsibilities include managing the program's facilities and space, including the off-site flight accident investigation lab. Responsible for maintenance and renovations, safety and emergency procedures as well as the monitoring of electronic information systems. Develop and implement security-related procedures. Coordinates security activities with other Viterbi departments and ensures dissemination of security-related information to the app's staff coordinates and manages special program projects opportunities, conferences, seminars and on-site visits to program's off-site flight lab B. S. in business-related field a plus Minimum 3 years as an Investment Executive must have ranges 7, 9, 10, and 63 Customer and Personal Service – meet quality standards for services, and evaluation of customer satisfaction Knowledge of business and management principles involved in strategic planning, Resource allocation, human resources modelling, leadership technique, production methods and coordination of people and resources Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data Knowledge of principles and methods that include marketing strategy and tactics, production demonstration, sales techniques and sales control systems Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, the democratic political process, and how they apply to the investment industry Knowledge of principles and procedures for personnel recruitment, selection, training, remuneration and benefits, and staff information systems Management workflows and negotiate assignments for executive assistants based on customer needs and resources Preat continuous feedback from clients to executive assistants on their performance Set up full project plans, including goals, milestones, priorities, team, calendar and nature of deliveries Comfortable with change and managing people's response to it Excellent communication skills, attention to detail and strong organizational skills are essential Management and counselling teams up to 5 employees; can manage people virtually Help team and colleagues understand the bigger picture of technical, ethical and financial needs Limited oversight needed to work with all levels within the firm and build solid relationships with various internal groups Approximately 4-6 years of experience 2+ years experience managing people supervision and coordinating direct administrative support to unit management Organizing and supervision unit records management function Certifications: N/A Skills: This position requires supervisory knowledge of general office administrative processes and practices, knowledge of general office administrative processes and practices, record management and event planning. Use of office-related computer applications is required Preferred Education: Master's Degree Preferential Work Experience: Human Resource Management Experience in a Higher Education Institution Preferred Skills: Knowledge of Human Resource Policies and Procedures Serves as Main Contact with Unit Managers, Faculty Affairs and Human Resources on all faculty hiring, including verification of compliance with Institute Policies in GT-TRACS, vacancy announcements, approval of PSFs and Leavers of Absence, and interaction with search committees and candidates on employment terms and benefits Management Periodic Peer Review; maintain database to locate faculty time; employment letters for full and part-time faculty and Management re-appointment, promotion and residency process and related actions Ensure appropriate visa classifications for residency tracks, visiting scholars, and Ph.D. students Manage and maintain complex database and filing systems and management archives Managed Leaves of Absence Requests, Emeritus and Retired, but Work Appointments Management Faculty Award and various travel award programs Education: Bachelor's degree in Business Administration or related field or equivalent combination of education and experience Skills: This work requires advanced knowledge of and ability to apply/interpret Board of Regents and Institute policies and institute policies and procedures experience in faculty employment, including promotion and accommodation, demonstrated skilled in verbal and written communication, interpersonal interactions, organisation, customer service and planning. Basic knowledge of computer-related office applications and database systems Management correspondence for accounting department Point person for purchasing Organize and file critical accounting records Liaison with client queries and point person for answering phones Complete on-line tax filings Management sales reports for accounting team Other general accounting and administrative duties, including filing and answering phone calls Ability to speak to clients and answer questions in terms of course management and organization skills with the ability to appropriately prioritize Series 3, 31 licenses, if justified Manage a team of administrative support staff, including performance reviews, performance reviews to interns and year-end, and other tasks as required Interact with partners and managers regarding practice needs and support Develop balanced work schedules and manage overtime Provide business analysis for process improvement, strategic planning, and problem-solving Supervisory training and development and provide business analysis for process improvement, strategic planning, and problem resolution Minimum of five years of administrative or office management experience; preferably within a professional services firm Minimum of two years of experience involving a large team of administrative staff Bachelor's degree from accredited college/university or equivalent work experience Proficiency with Microsoft Office Suite applications, including Word, Excel, PowerPoint, and Outlook participate in planning and budget preparations and communications budget calendar and process Prepare ad hoc financial and budget reports Participate in monthly ledger reconciliations Exercise judgment and prepare support or correct documentation as deemed appropriate and management expense compensation and related matters for visitors and PRI staff teams to ensure that the correct completion is trained to serve as backup backup Participate in the implementation of changes and/or develop new policies, procedures and/or methods and provide/disseminate that information to staff Management PRI confidentiality agreements and ensure compliance Management the submission of timesheets and ensure compliance with policy; initiate corrective action when necessary Management and maintain office space, assembly space, the inventory of furniture, software, supplies and equipment, and essential databases Assist in developing job descriptions for new or replacement staff Management ordering and distribution of office supplies and materials; assist with special orders for the needs of specific projects Counseled to serve as back up the Administrative Officer and use all VU staff systems Assist with the planning, organization, and promotion of PRI colloquia and special events Help with PRI communication functions including website maintenance, flyers, news releases, distribution of research reports, Internal newsletter, etc. Experience works in a leadership or management role in a higher ed/academic environment preference Before grants management experience prefers Skill using Microsoft Word, Excel, Outlook) Skill using Concur, e-Dog, e-Sourcing preferred Implements the strategies and techniques used to ensure that customers have a positive experience with the organization and its products and services at every, monitor, work, or improve existing business or work processes Ability to measure the quality and quantity work effort for the purpose of improving Application Organizational accompanied to identify and maintain focus on important success factors for the organization Ability to manage the successful and smooth transition from current to desired culture, practices, structure and overall organizational environment Ability to provide effective working relationships within own department and across department, functional and geographic reporting lines Knowledge of and ability to read, interpret and draw accurate conclusions of financial and numerical materials Point-of-contact to laboratory members; address laboratory and personal problems; resolve immediate issues and implement process changes to improve laboratory operations Participate in monthly finance meetings with Principal Investigator and Finance Manager Writing administrative portions of grant applications, including personal states and facilities descriptions Proofreading scientific portions of grant applications before submission to ensure that content complies with sponsor guidelines Maintain schedule of grants and contracts to ensure timely completion of delivery administrative coordinator of the Principal Investigator Responsible for ensuring that PGP investigators meet regularly to ensure continuity of the All other duties awarded Principal investigator and Research Administrator Bachelor's degree, plus 5+ years of experience supported at the executive level High level High level supports attention to detail with the ability to independently analyze, solve problems and conflicts Expert level written and verbal communication skills Ability to work independently while a high degree of initiative Experience scheduling travel arrangements for management Ability to multitask while maintaining attention to detail Excellent calendar including the coordinate Ring of complex meetings and travel arrangements Ability to prioritize in order to meet deadlines Knowledge and Experience with submission of grant applications to federal and non-federal sources Discretion and confidentiality a must serve as the Department liaison with external and internal administration, that is, Hospital, BWPO, Partners, HMS Oversight of, staffing, and other applicable management activities Establish, implements and enforce divisional policies for HR issues – hiring, fires, evaluating, oriens, disciplines and oversight of personnel implements operational and personnel policies of the Department, BWH, BWPO and Partners advise senior administrative leadership of OBGYN on all staff Facilities, CME issues Represent division/department internally and externally for CME activities Implements hospital-wide, PO-wide, and Partners-wide initiatives in areas of responsibility Supervision development and marketing of educational activities Surveillance space allocation Management administrative staff and research staff Human Resources Management: This position is responsible for independent direction and management of all human resource functions for the Department, including Brigham & Women's Physician Organization, Inc., Brigham & Women's Hospital, and Harvard Medical School. Requires high level of policy interpretation, coordination, development and implementation. Management responsibilities include faculty, administrative and research FTAs, Ph.D.s and zero hour employees, students and volunteers. Also responsible for the development and management of the OBGYN Diversity Programme Direct and management Division of Human Resources of the Department. Recruit, rent, discipline, terminate, train, evaluate and develop staff in all areas. Develop and maintain appropriate job descriptions, performance review plans and meaningful skills review tools. Ensure current, accurate employee records Responsible for referral process. High level, confidential, sensitive material regarding doctor/faculty skills and efforts. Work with the Department chair, providing support for the Department's highest level physician review Executive Committee Interprets, enforcing, and monitoring compliance with department physicians with Brigham and Harvard policy and regulations. Aggressively bringing to chairman and divisional directors recommendations that address issues of interest (financial, ethical or patient-oriented), address, in hospital wide-ranging committees or task forces, representing the department responsible for staff education on hospital/PO policies and procedures. Either directly or by overseeing the efforts of appropriate staff to ensure that all employees participate in compulsory annual in-services, to ensure compliance with and employee education of relevant JCAHO, DPH and OSHA regulations. Serves as Department Safety Chair on Hospital Safety Committee and oversees efforts of safety personnel in the labs. Develop staff and workflow systems to improve work quality and efficiency Responsible for managing payroll-related activities for all non-doctor staff. Manage appropriate departmental staff to ensure that all staff are paid immediately, accurately and from the correct cost centres Educational Programme Design and Implementation: This position works with the Academic Manager on Strategic Planning, Development and Management of the PPGYN Education Division. These include development and management of postgraduate courses (variable length), major rounds and other educational opportunities for the Department; coordinating marketing efforts related to apps on offer, including the development of brochures, movies and the like; and development and implementation of special programmes. Along with Finance Manager handles and has accountability for educational programs, financial issues, including industry, clinical and research budgets. Working with Education Manager to delegate tasks to supervisory staff such as appropriate and guaranteed designs, develop and implement new product line with apps based on OBGYN doctors skills and knowledge, include activities such as workshops, videos, instructional materials, etc. Provide guidance and leadership to faculty, residents and students and create an educational presence within the department that provides leadership to advance the educational mission of the department. Knowledge of and experience with information technology such as video and teleconference, website development/implementation, etc. is a must. Responsibilities also include development and management of budgeting, establishing customer expectations, and producing the product. Innovative use of technology is used, maximising efficiency and cost-effectiveness Using modern video and teleconference techniques, as well as workshops and print media, developing and implementing ongoing medical education activities, including postgraduate courses and major rounds. Apps are of variable length, from less than a day to weeklong. Interact with the Harvard Continuing Education Department, Hospital and external institutions and agencies, as needed. Make sure apps are equal to or better than competitor locally and nationally. Activities include design and development of the course; selection of relevant media (i.e. live workshop, video or teleconference, etc.); budget development and production of course books, syllabus, and other materials; coordination of the facilities and meals; drawing up statistical analyses, budget forecasts and financial summaries – interfacing with OBGYN Finance as needed. Delegates to support staff smaller programs as needed coordinate marketing efforts for educational activities in accordance with prescribed institution rules and regulations Coordination of large rounds, including speaker schedule, confirmation of dates, composition and generation monthly schedules, scheduling and oversight of appropriate audiovisual equipment as needed, and travel and hotel accommodation for outside the video speakers. Delegates to support staff as appropriate. Coordination of biennial Departmental Research Retreat and three annual lectures as well as Facilities Management: Align all facilities and space management of all departmental areas, including sites at ASBI-3, CWN floors 3,4,&5, tower on-call rooms and offices, 221 Longwood laboratories, and Cypress Street Direct and management all Activities include: strategic planning, management of current and accurate space plan for all locations of department, including administrative, on-call rooms, and research laboratories; development of short-term and long-term space plans according to program needs; manage all space renovation/relocation projects; respond to internal requests for facility-related support. Responsible for Department of Computer Systems Planning Management planning, purchasing and maintenance programs for office equipment, furniture and laboratory equipment. Analyze competitive prices for goods and services; negotiate purchases and contracts; manages bidding process and purchase of laboratory equipment; explore new technologies for department applications. By maintaining the activities of appropriate department personnel, an inventory of equipment and employment contracts, and continuous maintenance needs for replacement or repair (equipment includes: photocopyers, FAX machines, dictation machines, slide projectors) Other duties include short- and long-term planning for department personnel and space needs; assessment of computer systems and office equipment needs, purchases, maintenance and training operations and planning; Independently supervise and implement institutional initiatives within the department and manage discrete components of clinical operations as assigned by the Department of Administrator to maintain consistency on clinical divisions overseeing departmental staff responsible for surgical scheduling, including recruitment, training, supervision and workflows Coordinate with BWH Surgical Services Administration to ensure compliance with policies and procedures related to surgical discussion, and ensure alignment with ambulance practice staff who is for surgical scheduling Directly identifying and implementing process improvement initiatives aimed at improving patient care, access, patient. Improve, or other cross-departmental efforts Identify themes and system issues across the department, independently investigate and work with the necessary stakeholders to develop and implement a solution. These include collaborating with peC and eCare teams as appropriate to reach resolution on issues impacting clinical and administrative workflows Special Projects/Other Duties Management or participating in special professional high-level projects. Such projects may include, but are not limited to assessing the utilization of resources, quality improvement or other activities aimed at delivering services responsible for other duties as assigned competence in program evaluation and design Creativity and Imagination, with budgetary event ability to work as a member of a team, as well as the ability to work independently and exercise decision-making skills Strong management and leadership skills space/equipment requirements, and Systems Broad conceptual understanding of word processing, spreadsheets, graphic software, database software, Creativity regarding negotiations regarding personnel and space/equipment issues and systems to improve work efficiency and efficiency Proof of authorization/suitability to work in the United States should be able to communicate effectively in positive/upbeat fashion to make use of English, both in oral and written form Must have interpersonal skills with focused attention to guests should be effectively working with all business contacts Must be a professional, Net and well-groomed appearance compliance with company appearance standards should consistently adhere to the Venetian and Palazzo Unesse Guest Service Standards should be available to work varied shifts, including weekends and holidays Must prefer 2 years previous VIP experience Must have strong customer service skills and be able to withstand a quick casino environment Previous casino experience with ACSC and LMS experience preferred Must be able to work with others Giving direction, reviewing the work of others, and providing guidance and advice when needed to achieve department goals and goals Should be able to address highly stressful situations with customers using sensitivity and the extreme tact and politeness Maintain all production office space throughout the season responsible for the drafting, maintenance and wrap of Casting offices Set up on lot and off lot term deal producers for WBTV (currently 46 term transaction producers and staff) that include space planning, set up by completing project Liaison with WB MIS, Verizon and Buyer Services for phones, computers, fax, and multi functional devices Responsible for initiating all start-up paper work (ID, Parking etc) for all-term deal producers perform other tasks as awarded by Senior Vice President or Executive Director Minimum of three years, year. The ability to plan and manage various projects Must be able to work with faculty, managers and staff, both internally and externally to Stanford Must have the ability to make decisions, present them and follow through with implementation Should possess excellent computer skills. Meet vaardig wees met Outlook, Word, Excel en PowerPoint Kandidaat moet uitsonderlijke organisatorische, analytische en kwantitatieve vaardigheden, goeie oraal, buigszaamheid, vermoen om onafhankelijk te werken, en toesig te hou en rigting te gee aan kantoortersone A Baccalaureusgraad of hoër van 'n geakkrediteerde **** kollege of universiteit in Omgewingswetenskap, Hulbronbewaring, Omgewingsingenieurswese, of nuo vernamee veldsertifisering as enige van die volgende: Gesertifiseerde Koolstofbestuurder (CEM), Gesertifiseerde Volhoubare Ontwikkelingskundige (CSDP), Gesertifiseerde Koolstofverminderingbestuurder (CSDP), Gesertifiseerde Koolstofverminderingbestuurder (CSDP), Gesertifiseerde Koolstofverminderingbestuurder (CSDP), Gesertifiseerde Koolstofverminderingbestuurder (CEM), Gesertifiseerde Volhoubare Ontwikkelingswerker (CSDP), Gesertifiseerde Koolstofverminderingbestuurder (CEM), Gesertifiseerde Volhoubare Ontwikkelingskundige (CSDP), Gesertifiseerde Koolstofverminderingbestuurder (CSDP), Gesertifiseerde Koolstofverminderingbestuurder (CSDP), Gesertifiseerde Koolstofverminderingbestuurder (CSDP), Gesertifiseerde Koolstofverminderingbestuurder (CEM), Gesertifiseerde CRM, Gesertifiseerde Besigheidsenergie Professionele (BEP), Gesertifiseerde Groen Gebou Ingenieur (GBE), of Leierskap in Energie en Omgewingsontwerp (LEED) Gedomestreer suksesvolle implementering van omgewings- en / of volhoubaarheidsprogramme in groot ondernemings en heterogene omgewings Gedomestreer ervaring evaluering van die impak, costs, and benefits of energy, environment and/or sustainability programs Demonstrated experience developed and writing award proposals Energy savings program awards for innovation and energy avoidance programs and projects Excellent oral and written communication skills, including strong public speaking skills Demonstrated experience working effectively with policymakers Demonstrated strategic planning and project management skills Ability to promote teamwork throughout the organization In order to or any type of college degree, such as a Bachelor's or Master's degree, or for the completion of a certificate program, you must include a readable copy of the official diploma, official transcripts or office letter from the accredited institution showing the area of specialisation, or official certificates with your application at the time of filing or within 15 calendar days of submission This position will engage in energetic outreach and prospects to consult positive working relationships with internal and external voters with the Executive Director on Program Budget and Forecast Understanding status and dynamics of fundraising, income, expenses and cash flows and running adjusted financial reports as necessary Advise the Executive Director in expanding the program's funding base and taking ownership of certain campaigns prompt the Executive Director with ideas for expanding PIFS activities The Sr., operations, and development portions of the business. Additional knowledge critical at this point and at the Sr. Advisor's presence will ensure a smooth transition to the new administrative PIFS Sr. Advisor will help guide the strategic vision of the program and guide work in tandem with the Executive Director PIFS activities This position coordinates reaching out to H.L. alumni with the business. Additional knowledge critical at this point and at the Sr. Advisor's presence will ensure a smooth transition to the new administrative PIFS Sr. Advisor will help guide the strategic vision of the program and guide work in tandem with the Executive Director PIFS activities This position coordinates reaching out to H.L. alumni with the business. 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and staff for Master's programmes in all matters relating to financial assistance along with on financial financial awards for prospective and new incoming MD students coordinate the update, monitoring, verification and exemption of a variety of student information, including tracking applicant status through the help process for office workflow planning purposes Interact with Bursars Office to assist in reconciling student costs and credits Grants student assistance based on application and documentation review, executing need analysis, exercising professional judgment, calculating awards based on packaging parameters, and certifying federal/institutional loan payouts Processing and filing corrections of student records and payment of funds to the Federal Department of Education through Empowerment and the ED communications software. Send origin and payout reports to COD and complete reconciliation funds Work with SFS Director in preparing information literature indicating sources of assistance, application dates and policies/procedures of the institution Participate in the formulation and recommendation of policies governing institutional assistance in conjunction with higher level authorities Interacting with internal administrators, as well as key partner offices (i.e. Registrar, Admissions, etc.) and important external contacts (Department of Education, student loan servicers and Association of American Medical Colleges) to ensure allocation and disbursement of student assistance, assist with other financial assistance duties as assigned and other duties assigned by the Director of Student Financial Services, advisors departmental contracts and grants in accordance with MSMC policies and sponsors' requirements. , controls and conditions governing expenditure of funds Recommend changes in operational policies and procedures to ensure compliance with the organization's guidelines. Ensuring activities are in accordance with federal, state and local regulations and/or guidelines Serve as the department's liaison with administrative and professional personnel regarding MSMC policies and procedures, personnel administration, grant administration and budgetary preparation and control 5 years of related business experience with competence in the application of general staff practices, accounting and budgetary principles and coordination of one or more accounting, healthcare or related field Before experience in a medical office or in a position with clinical and/or administrative responsibility Knowledge of medical office administration and Patient Chart Abstraction Three years of staff and operations management experience Proficient in financial management Ability to improve performance through continuous process improvement Need excellent analytical skills Detailed oriented and meticulous ability to multi-task and manage competitive priorities Ability to manage and manage and Innovative Knowledge of JCAHO requirements related to providing primary care and protection of customer confidentiality Familiarity with hospital and medical office operations Work knowledge of coding and billing practices related to hospital and professional fee services, as well as budget and productivity Responsible for building and managing the annual fiscal year non-sponsored budget of about \$8 million, mapping to the current business strategy and objectives of IQSS Advisory and overseeing all sponsored programs administration (annual budget of \$6M) for the Institute, including both pre- and post-grant Financial advice and oversight responsibility for research programs administered under IQSS's control Prepare, reviewed and advised on all Institute contracts in conjunction with OGC and OSP; serves as Institute authorised signatory In close collaboration with the Executive Director, strategic planning of all funds to ensure long-term financial integrity of the Institute Act as controller with responsibility for overall financial compliance Creation and development of local financial policy and procedures; proactively identifying spaces for improvement in current policies and procedures Advising and working with assistant director of human resources on high-level HR issues, including terminations, performance issues, organizational design, SRCS, medical leaves, consultant contracts, and for approximately 60 exempt and non-released staff. 90 academic appointments, and 110 students/temp employees Manage space planning for the Institute's staff, visitors, faculty and student affiliates Manage direct reports' (6 exempt and non-profit) activities and professional growth (guide work plans, Manage the IQSS Before Degrees and Postgraduate Student Programs and various conferences and educational opportunities Overall line management of the Administrative Assistants and Receptionist in the Hong Kong Office Represents Hong Kong Administrative Management in various initiatives and projects across the firm Business Management Tasks: assisting in managing departmental budgets, Business Continuity Planning , real estate and visitor management Healthy business speech and an ability to operate within a highly collaborative, Humanistic Environment Advanced Proficiency across the Microsoft Office Required: Bachelor's degree with at least 5-7 years of administrative experience or equivalent combination of education and experience with running an office or administrative unit Strong management and organizational skills Direct staff supervision experience in an academic environment highly preferred Knowledge of Workday a plus experience with award submission process highly preferred Develop and maintain safety program for Ensure compliance with Overseeing administrative positions in the preparation of analyses and reports reports Production performance, accounts payable, accounts receivable, payroll, inventory, month end closure as scheduled or requested on a daily, weekly basis Create or mod change programs and reports to improve efficiency in various administrative tasks. Implement new procedures as required by corporate or division staff Create or mod change various reports and databases as necessary for running the business. Provides detailed financial data to plant and division staff as requested. Analyze and report plant operational performance. Use data to monitor and report performance by machine, per department or per shift. Provides suggestions on methods to prepare, consolidate negative variants and reconcile financial reports for months-end closure. Direct, analyze and verify month end closing entries as well as profit and loss statements. Coordinate plant physical inventory. Provides support for cost reduction and scrap reduction programs and teams. Coordinate plant budget process Hire, train, direct and mentor staff and all plant employees with diverse language, cultural and educational background. Develop subordinates through education, training and teamwork Build and maintain productive employee relationships, drive employee satisfaction. Provides direction, training and development as needed. Provides coaching, counselling, or discipline as needed. Recommend disciplinary action to plant manager. Work with HR to tackle employee concerns and issues coordinating production scheduling, purchasing, shipping and similar functions, as required, to meet customer demands, manage overtime, reduce inventory and costs responsible for maintaining costs at all points currently produced, as well as potential business Responsible for maintaining internal controls across all areas of the business Direct day to day operations of the gift Work closely with ER Admin., HBS Finance and ADS to ensure the successful implementation of financial control/lock cache. Evaluate team capacity and processes to structure workflows and commands efficiently Supervise acceptance/processing gifts/promises. Ensure that donors, brokers and fundraisers are aimed at the appropriate support for the multiple donation methods, including checks, online gifts, shares, wire transfers and corp.corresponding apps. Co-ordinated, with fundraisers, ADS and HBS Finance to ensure that the proper credit of gifts and promises is received oversight of pledge mgt. related activities. Ensure ongoing maintenance of pledge-related data to support pledge exhortations. Co-ordinated, with fundraisers on the production of recurring pledge reminder communications. Provide up-to-date pledge schedule data to multi-year pledge revenue Establish workflows/processes that support donor-centric/best practice within Promotion Services. Ability to articulate/quantify the impact on resources, necessary processes and trade-offs to support fundraising strategies. Support a team with expertise to develop/manage solutions for complex donor gifts International Gifts Management - working with the Donor Recognition Team/frontline fundraisers, overseeing processes within Gift Management for accepting, crediting and ensuring External Relations recognises revenue from international donors and gives vehicles. Partner with ADS/HBS Finance to map the process from start to finish and assign process owners Fund Management – in partnership with Donor Relations, the mgt. of the School's 1,250+ limited funds and annual spend of \$170M+. Identify opportunities/solutions for process improvement and integrate outline data sources in support of spending efforts Oversight/revisions of policies/procedures regarding gift mgt. operations. Ability to communicate/collaborate more broadly to get buy-in, acceptance and faculty with gift policies across ER. Ensure gift mgt. staff complete associated trainings and comply with policies and procedures. Work with fundraising managers to ensure staff receive adequate training and updates regarding gift mgt. procedures Coordinating analytical reports and other gift information requests by Development/sr. mgt. In conjunction with the ER Business Intelligence team, develop reporting that provides insight into total/individual donor behavior. Develop data-driven metrics to measure productivity, monitor data integrity, and identify areas for improvement. Provide detailed monthly gift reports in support of fiscal year fundraising results Overseeing individual donor history/donor lists as req'd for the Annual Report and other published donor reports Oversight/maintenance of gift-related data and documentation, to include transaction records, donor agreements and other gift-related records. Ensure the appropriate storage and archiving for gift-related records, per policy experience equip in higher education, non-profits, finances or in support of fundraising preference experience and skill work in using computers and comparable software for account management Strong analytical skills and understanding of how to use data to manage and support strategy. Experience analyzing data and creating reports Experience with Ellucian Advance or other constituent management system Skill to interpret and evaluate policies and procedures Adeptness and positive way to work well under pressure, handle various projects simultaneously, and reorganize as needed Excellent verbal and writing skills with meticulous attention to detail Demonstrated initiative and ability to work independently and as part of a team of Strong can-do, positive, flexible demeanor Support Division growth initiatives by designing, directing and managing daily Related Activities Support the Operational Activities in Satellites Warehouses Strategies on Future Growth Plans and Support Support and Administrative Teams Monitor worker productivity by accessing income margins Develop annual review measures and incentive plans Determine promotion opportunities for operational staff Create training plans as needed to help operations staff thrive Utilize analytics, processes and tools to maintain an efficient and successful team Holding your team accountable and proposing improvements as needed Prepare and Process , interviews, job offers and onboard staff Verify time and attendance and select payroll Maintain payroll records and other files as required Safety and maintenance of the building and facility areas OPEX Budget performance Bachelor's degree in accounting, Finance or Business Administration plus 3 or more years administrative support experience Computer literate with skill in Windows, Outlook, MS Word, PowerPoint , Access and Excel Needed to make independent judgments without oversight able to think independently and the Exercising Good Judgment Shows the ability to be fair-minded and objective Manage a multi person team to support well-rounded office service experience requires (copy, scan, print and hospitality) Great customer service and hospitality skills are needed Form and maintain relationships with the team and the customer Previous experience in a similar position Ability to workflow effectively , job requirements, deadlines and employee ability to meet SLAs. Must be knowledgeable about insertion technology and processes Follow all facilities policies, including health and safety, building safeguarding, data security and harassment-free work environment Support the Quality Management System, assisting in the development of procedures, working instructions and quality system documents, and actively participating in the improvement systems process Management assigned department to achieve industry goals for quality and productivity, with an emphasis on ensuring that staff perform according to operational procedures. Ensure that the right people are made aware of production status and issues Manage staffing levels and allocate staff resources with an emphasis on planning within budget and reducing overtime monitoring fidelity, absence, accuracy of reported working hours and personnel behaviour. Take appropriate disciplinary steps, as necessary, when problems are identified Supervisory development of staff. Monitor productivity and performance, and take appropriate remedial actions, including coaching and disciplinary actions as needed, to facilitate improvement Facilitate cross-training with an emphasis on ensuring necessary depth for each operational function Monitor performance of service and maintenance providers as awarded, and provide feedback on their performance to top management Ensure communication down in the organization regarding in policies and procedures, effectiveness of the management system, and customer satisfaction. Also ensure that such communication is documented when required and document any accidents or injuries immediately , investigate such incidents with an emphasis on preventing repetition. Ensure that unsafe working conditions are immediately recreated Analyze , use, and respond to data collected from productivity reports Collaboration with project teams, to ensure that quality and scope of services are collaborated with other regional and Mega Center facilities departments to share labor and processes to ensure customer SLAs are met to perform various assigned tasks such as require technical qualifications rapid growth production environment in assembly client expectations Strong administrative organization skills Are Familiar with equipment and processes used in a high volume transactional mail facility Familiarity with email and Microsoft Windows environment requires Familiarity with Productivity reports Candidates should require High School Diploma or GED College grade and/or 2 - 3 years work in a supervisory capacity Proven leadership experience; Minimum 2 years service delivery manager (SDM) experience within the service industry Minimum of 2 years supervisory experience, Demonstrated knowledge and experience with transactional postal functions and equipment Minimum 5 years' management experience in a production environment Demonstrated knowledge and experience with productivity measurements Effective client relationship building skills, and used creative solutions to exceed customer expectations To show good judgment, and works well in a multi-tasking Assist in coordinating Clinical Grand Rounds, including scheduling and processing CME paperwork Help with coordinating Doctor Report Maps, including collecting data, running reports and formatting the information Communication with internal and external clients, UPP and all centralized features coordinating meetings through scheduling, communicating with participants and taking minutes in the absence of the , has authority to expedite all office inquiries Management the preparation of and flow through on all business forms, requisitions and expense reports related to the Administrator Represents the Administrator in relation to response to public inquiries from the public at large, academic and institutional programmes, as well as the private sector responsible for providing ongoing medical education credits to faculty attending committees and meetings on which those credits oversee other support positions related to the Administrator Five (5) years of progressively responsible administrative experience require One (1) year of supervisory experience require b.A. degree in business, health care administration. skills and the ability to perform under stress experience work in high profile department preferred experience with Washington State University budgeting, accounting and personnel systems Demonstrated ability to work with diverse clients demonstrated ability to multi-task, and manage various projects and events Experience in delivering excellent customer service experience is developing budget forecasting Skill in Microsoft Office environment , including spreadsheet , data base, word processing, calendar and email Surveillance chair's travel arrangements, including flights, hotels, ground transportation, and visas Compose and modifications correspondence Priority works appropriate and timely preparation for meetings and talks engagement Maintain confidential files and communications Evaluate all talk and other invitations and assist in determining what events the chair will attend; carry out the necessary succession to accept work with the research and writing team or refuse to accept proper and complete preparation of materials for classes, meetings, conferences and speaking obligations and refuse coordinates and oversight staff assistant support Management and lead an administrative team at office administration support operation at 2 locations Ensure administration department runs smoothly within department, including stationery, liquor, front desk, visitor management, plant security and overall cleanliness management Maintain safe environment for all employees Provide supplies and services by identifying needs for reception, pantry, parking, building access; establishment of policies, procedures and work schedules Provide communication systems by identifying needs by evaluating options, maintaining equipment; review and approval of invoices Purchasing goods and services, including equipment by obtaining requirements; Negotiating price, quality and delivery and review, approval of invoices Plant office spaces, managing project expenses Ensure administrative budgets are well managed with quality goods and services obtained in charge of visitors and gas management. Inclusive hotels, transportation and visas Provide secretarial support to the directors In charge of office and hr-events coordination and events Other ad hoc tasks require Minimum 5 years of related experience in overall office management Good communication skills are required Maturity and influence skills to collaborate within and across team Can lead a team with different locations within 45 years assured , following ResCare guidelines Ensure integrity of financial records and database Ensure integrity and smooth operation of all aspects of students paid and financial affairs Oversight center financial accounting operations, regarding payroll, accounts payable, travel and training expenses, and impressed For Student Welfare Fund Administration of the small business subcontracting plan complies with Affirmative Affirmative Objectives Ensure center purchases and expenses are timely and cost effective in accordance with FAR requirements Monitors warehouse operations and ensure that the integrity of the property liability system and consumable goods inventory Ensure Center meets JCDC security requirements Ensure compliance with OSHA, EPA, ADA, other federal state and local regulations and codes Ensure implementation and efficiency of energy conservation plan and fire suppression systems ensure that ResCare and Center guidelines and in accordance with OSHA, EPA, state and local sanitation and health regulations Ensure collaboration and information flow between and between departments for trainee record and liability data An up-to-date permanent file record for all students is maintained during their enrollment After termination, records are distributed to all applicable agencies both on-Center and off-Center 1771 , Bronx, NY 10453 US In-Depth Knowledge of the Functional Area. Demonstrated leadership skills and proven ability to manage and oversee the daily operations of laboratory. Proficiency in analyzing information, situations, practices or procedures to define the problem or objective, identify relevant factors, formulate logical and objective conclusions, and recognize alternatives and its implications Experience analyzing financial data to develop budgets and monitor spending. Demonstrated knowledge of contract and grant policy, procedures, preparation and submission. Knowledge of federal and non-federal agency requirements and regulations for sponsored research Demonstrated knowledge of IRB research policies and procedures and the ability to prepare required documents excellent writing skills with demonstrated experience that contribute to scientific research proposals and write papers for publication. Knowledge of proper formats, grammar, and spelling in English and proofreading ability sufficient to ecose, edit, and publish professional correspondence and information without errors Demonstrated experience in negotiating with vendors, logistics, production management, budgeting, and preparing communication materials Experience in supervision of use, maintenance, and repair of laboratory equipment and working with IT support computer systems and equipment Experience Foundation Collaborative Research Agreements and Multi-campus Awards, including generating MTA's when necessary Proven ability to manage scheduling and calendar for high level leadership serves In various roles Excellent interpersonal skills, including tact, maturity, proven ability to work independently and/or in a team framework in collaboration with principles of the community and in a laboratory environment that interacts with diverse groups , staff, faculty and research subjects, including the lead and leaders of local research institutions Bachelor's degree or equivalent experience. Familiarity with with Specifically in biology Knowledge of scientific research and research laboratory activities Demonstrated knowledge of university policy and procedures for purchasing, travelling, payouts, stock and contract and grant administration. Experience interacting with UCSD business offices, HR, OPAFS, OCGA, Procurement and others as well as work knowledge of online systems such as FinancialLink, TravelLink, EmployeeLink and Blink Perform internal equity reviews for current staff and recommend pay adjustments, new retail salaries, etc. Advise senior management on best pay practices and philosophy in an effort to maintain internal equity among coaches and staff. Develop and administer coaches' employment contracts for new coaches and on an annual basis; includes 4 multi-year contracts and approximately 66 annual contract plan, develops and directs the procedures for recruitment and selection of new department employees in appointed coach, assistant coach, professional, support and service maintenance staff positions. To ensure coaches take steps in accordance with NCAA regarding the appointment of coaches and recruiting activities; communicate with other universities to determine when new coaches are eligible to recruit for IUPUI Management of Professional Conduct and Conduct of Coaches; participate in investigating and resolution of ongoing employee relationship problems, anticipating problems wherever possible, and developing, recommending, and initiating appropriate steps for resolution. Work with supervisors, management and employees to address employee performance issues, including employee affirmative action and development of performance improvement plans. Educate and train departmental area supervisors and management in legal issues, policies and processes in respect of employees. Plan and coordinate employee development opportunities for department personnel plan, directly and oversee all activities related to the administration and maintenance of payroll for the athletic department employees. Establish payroll processing standards the development and implementation of accurate, timely, consistent and compliant payroll processing practices. Ensure the application of internal guidelines, university policy and state and federal regulations; the implementation of new and revised payroll processes and procedures, as well as the ongoing training and development needs for the staff to effectively use and apply system applications in university systems in HRMS, TIME, etc. Work with the Director of Athletics and Deputy AD to identify and implement tools/strategies to improve interdepartmental communication, improve efficiency and efficiency of internal processes execution of various surveys and composition, interpretation of data to assist director of athletics, Deputy AD, and Senior Associate AD in all decision-making with to internal and external constituent feedback, strategic planning and student-athlete Logistical aspects of the Faculty Athletic Committee meetings, the Summit League Athletic Directors and Joint Group Meetings, the Head coach meetings, Athletic Administrative Staff meetings and retreats, Athletic Department all-staff meetings, Jaguars Athletic Club meetings, and assist with preparation and follow-up action items for each meeting Process philanthropic gifts per IUPUI Foundation policy and procedures Help the maintaining alumni and donor databases and using mass communication tools to provide various information to external voters Provide support to the Director of Athletics and Senior AssociateD regarding hospitality's basketball, conference and NCAA events hosted by the institution, as well as other home athletic events awarded Represent the Department of Intercollegiate Athletics as an adviser to any student organization(s) whose mission it is to intercollegiate athletics :High School Postgraduate Experience: Five years before work experience in a service industry and two years supervised or management experience Employee completes initial and ongoing training and skills as defined by service line, facility and department/unit, which is specific to the needs of the patient population served (if applicable) Elected: Bachelor's degree Self-starter who works efficiently ability to effectively multitask and prioritise tasks All employees are expected to fully support Baylor's mission of educate men and women for global leadership and service through academic excellence and Christian commitment. All employees of Baylor University are expected to fully support and contribute to the university's mission Experience Baylor academics with outstanding teaching remission for eligible staff and qualified dependants Live and participate in meetings held for all Administrative Managers Attend training as needed and as presented Experience in Management of web content and Social media is a plus Strong organizational and people skills Strong customer service orientation and organizational skills Demonstrated experience with budget management Ability to communicate with multiple audiences and some experience with event planning Work knowledge of office productive software and ability to learn new technology ability to work independently, and to manage project timelines ability to learn and apply university policies and procedures to ensure operational compliance and reliable judgment ability to ensure compliance with prescribed operating procedures/policies , safety standards, and legal and accountability issues Bachelor's degree preferred or combined education and equivalent years of relevant experience Three to five years of experience in professional office environment, preferably in higher education Bachelor's degree in a related field and five years experience in administration and/or operations; or an equivalent combination of education and experience Knowledge of a variety of administrative operational activities such as events planning, basic fundraising processes, risk management planning, website design, accounting and payroll, and contracts and grant regulations and guidelines Work knowledge of general organization-specific and other computer application programs, including Word, Excel, PowerPoint, Endnote, Mail Clients and Scheduling Software Interpersonal communication skills Mail Clients and Scheduling Software Interpersonal communication skills include active listening, critical thinking, persuasion, advising and counselling skills Strong skills in the short-term planning, analysis and problem-solving and customer service Thorough knowledge of university Rules and Regulations, Processes, Protocols and Procedures for Budgeting, Accounting and Fund Management, and/or Personnel Management Thorough knowledge of financial analysis and reporting techniques, and/or human resources policies and procedures for staff and academic employees Previous experience , public health, or health care environment or nonprofit organization Past experience with Integrative medicine or CAM (complementary/alternative medicine) Previous experience with the University of California system Previous experience providing administrative support in a professional office environment; demonstrated ability to work with confidentiality on complex and sensitive issues; a high level of customer service, focused attention to detail and ability to meet deadlines in a high tempo setting Working Knowledge of procurement and business principles with the ability to research, solve problem, analyze accounts and perform calculations using spreadsheets, and create reports Ability to work with individuals from a variety of backgrounds and personality types to accomplish various tasks, strong communication skills and top-notch interpersonal skills Bachelor's degree in Accounting, Finance, Management or related field or training and experience in accounting/accounting procedures, analysis and reporting equivalent to a Bachelor's degree experience in higher education, specifically academics and research experience with Banner Finance, Hokiemart, MicroStrategy, PeopleAdmin and a variety of reporting systems Work knowledge of Excel and other Microsoft applications with the ability to work with complex data , create formulas, and import and export data Experience working with education and general funds as well as foundation or private funding Experience oversight and/or leading staff Working with sales and service partners to support strategic initiatives and resolve day-to-day issues Oversight proper registration for FSAs and support staff Respond to customer sales practice complaints Conduct supervisory insulient Business Acumen Driving Results Algemeene bestuursvaardigheid bestuursvaardigheid Training module completion of the following is necessary for internal applicant Strong knowledge of MS Office specifically, MS Excel preferred Timeshare experience preferred, but not mandatory team management skills mandatory Should be self-motivated, be able to manage multiple projects, While incorporating work style with team goals in both the field, regional, BU, and corporate level Should be well organized and able to perform among stressful situations Should be able to communicate and cooperate effectively with all levels of the organization Should be decision-making, being able to provide senior management clear pathways The total organization under management of this position will vary depending on the size of the site, but supervisor , and coordinator titles for both salary and hourly roles Regional – Overnight 10-25% Industry Specific Serves as key contact person on the CH-Dash team for finance and grant-related information Track grant activities, requires deliveries, and prepare regular progress reports for project leadership and funders Monitor subcontractors to coordinate progress towards deliveries and process approved invoices coordinate with director and external contractors to develop and execute including scheduling meetings and organizing conference schedule and coordinates travel for CH-Dash team members Helping to journal articles, reports and policy assignments effectively with other project staff and stakeholders. do other administrative tasks as necessary to qualify, you must have an A bachelor's degree and project management experience required experience setting up business plans, especially in academic/non-profit institutions Minimum 2-3 years of experience in grant management Strong time management and prioritization skills, ability to work well under pressure and in teams Skill with MS Office Suite Experience with communication, managing web content, and developing social media materials not necessary, but desirable Prepare and process Doctor recruitment related activities for searches, staff appointments, credentials, promotion and lodging compliance with administration office Maintaining and process department payroll and department files Recruit and select support secretarial staff and responsible for scheduling their Oversight of secretarial support staff Maintain calendars, schedules and meetings Prepare, amend and distribute correspondence and reports as required Provide support and cooperation with the Program Director and the University's Office of Educational Affairs (OEA) to ensure full compliance with the Accreditation Board for Postgraduate Medical Education (ACCGME) institutional and program requirements. This includes data management functions in support of the University and ACGME requirements. Maintain external regulatory reports, data, and grids as within established timeframes (AMA FREIDA, ACGME WebADS, GME Track, etc. Assist with the internal review process, including ongoing quality improvement initiatives and follow-up (Internal Review Tracking Matrix) Coordination and documentation of administrative and residency-related meetings responsible for maintaining departmental accounts, including, but not limited to, the GME, PEA, PAs, AND DOE accounts. Maintain internal tracking or education funds provided to residents 3-5 years of administrative support experience, in a medical office or medical-related facility Work with the Chiefs and Administrative Director to develop annual operating and capital budgets for all MGPO and GH funds within the Divisional Monitors and analyze monthly services statistics. Responsible for variance reporting and explanation Prepared and provides various statistical reports, cost analyses and budget justifications Monitors MGPO and GH funds within the Divisions Ensure that payment of invoices and compensation for travel and other out-of-pocket purchases has been prepared and processed according to institutional policy. Prepare Purchase orders as required coordinate with Accounts Payable, Research Finance, Payroll and other departments as necessary for the resolution of errors or identification of charges Regularly meet with the physician leaders and Administrative Director regarding service finances and statistics Overview and analyze monthly/annual practice expenses, including overtime, temporary staff, outside services, supplies, etc. Prepare budget variance reports on a monthly basis, reporting on overhead in expense categories Reviews statements with each doctor/group and recommend and implements measures for cost containment as appropriate Works with Administrative to Approve all capital purchases Oversees billing practices Work with doctors and administrative support staff to incorporate front-end procedures ensure capturing and timely submission to billing service of all services rendered. Constantly rethink the operation to improve these processes Assemble monthly with billing liaising and oversee activities from billing service to ensure timely/maximized collections Work with doctors, Professional Billing Office, GH billing team and Administrative Director to regularly review practice fee schedules relative to market third-party reimbursements to ensure revenue is maximized and practice fees are consistent with market works with the GH and PBO billing teams to develop and implement billing processes for new services and non-covered services, analyze billing data (iPort, EPIC, etc.) the conduct, operations and results of the administrative support staff, medical assistants and ambulance co-ordinates with Human Resources for the interviewing, leasing, training, mentoring and discipline of all service personnel (group practice, laboratory and clinical units) Assigning and prioritizing Workloads; evaluate and standardize office procedures and resolve issues effectively and resolve them as they arise. Inform staff of hospital and departmental policies and procedures. Ensure doctors have been warned about issues related to the support staff Reviews salary and wage issues. Work with administrative director and division heads to evaluate performance and develop and implement pay-for-performance plans; Provide affirmative action as needed; Ensure all service performance evaluations are carried out on time and in accordance with hospital and departmental pay-for-performance plans Serve as Divisional Resource for issues related to professional and non-professional staff benefits Management Weekly Payroll by Kronos Ensure maintenance of current physician credentials, including DEA certificates, license renewals, professional liability certificates, participation status Social security numbers, CVs, etc. Help in developing business plans for the Divisions, centered on program growth and expansion, including Telemedicine programs in conjunction with the Chiefs and Administrative Director Participate in support outreach efforts including identification of doctors to present outside institutions responsible for maintaining service levels within the call center, average handling times, and abandoned calls Maintain and improved calls Maintaining and improving , identify and solve problems, prepare and complete action plans, complete system audits, manage system and process improvement projects and perform quality assurance controls, conduct call center human resource goals by recruiting, selecting, orienting, training, assigning, coaching, counseling and disseminating administration of scheduling systems (Workforce Manager); communication of work expectations; planning, monitoring, assessing and reviewing work contributions; planning and review of remuneration actions; Enforcement of policies and procedures Ensure that all employees follow Mount Sinai best practices for call center management and operations Develop presentations and hold meetings to motivate and educate call center agents, including monthly coaching and feedback sessions Communicate company goals to associates so that every employee understands his or her role Should be able to self-motivate and work independently as well as in a team environment Should be able to handle constructive feedback and make decisions in a very fast environment Rig day-to-day operations with continuous monitoring of operational policies and procedures to ensure effective work and compliance Develop and monitor all aspects of the call center departments that fall under manager preview. Prepare reports for senior leadership as needed, participate in staff recruitment and retention activities. Interviews, Hiring, counselling and terminating staff in addition to conducting annual performance reviews Monitor staff needs and any relevant changes to staff Ensure departmental policies and procedures are met under current guidelines Attend administrative and committee meetings as required Bachelor's degree in Business (management, management, organizational development, marketing), or other related areas Minimum 3-5 years of experience working on professional teams from a Within an agile technical environment prefer Minimum 2 years management or leadership experience preferred, especially within a non-profit serving environment Strong record effectively works with teams, experience developing and mentoring employees through engagement High energy and positive with excellent oral and written communication, interpersonal and organizational skills Experience, and strong personal use of team publishing and communication vehicles (e.g., wiki , social networks, team chat etc.) Ability to speak in front of large groups requires Proven ability to take initiative and build genuine and productive relationships Experience in a fast-paced environment, Especially with cross functional product/service focused teams Experience working with recruitment tools and systems, including applicant tracking systems and acquisition tools Marketing experienced a plus Solid understanding of technical talent acquisition and its relationship to team efficiency requiring Effective problem-solving, cross group collaboration and discernment skills required Highly organized and demonstrated ability to deliver results on multiple tasks without affecting quality or deadlines Ideally make a good first impression; is accessible and adapts to others; listen and care about others; relate well in all directions: up, down, sideways, inside and out; character shows up to most; know how personal style affects others; deal fairly with diverse people and groups; motivated to set challenging goals and lead by example Conflict resolution and harmonization skills to promote teamwork Able to understand what makes top technical staff brand, Even without understanding everything about the technology Being Able to see potential in someone just beginning in their career Being Able to recognize exemplary patterns of activity within the teams and then promoting and strengthening the positive behavior that leads to an agile culture Should be a self-starter with the ability to balance conflicting viewpoints, function effectively under pressure and discretion, integrity and fairness. Faculty Chair of SLATE, manages strategic planning and aligns SLATE's deployment with developing school priorities Lead a team of approximately 10 direct and indirect reports consisting of professional and bargaining unit staff helping to promote and identify innovations and initiatives to improve teaching and learning at HKS, and develop strategies to scale and maintain them To help identify and sustain the staff team to help identify and develop cases, simulations, curricular materials and assessment tools, and integrate it into the curriculum Oversight of case development process, including working with faculty to define goals and extent of case projects, and managing priorities for case writers Management budget to best support the development of faculty-driven curricular materials and new teaching tools Continue to build a learning organisation and manage staff to bring the latest advances in science and practice of teaching to HKS. Serves as a liaison between HKS faculty, SLATE staff and SLATE's Faculty Team Master's degree in relevant field 8 years of professional work experience managing and developing professional and technical staff Proven record of delivering highly client-oriented support services to faculty in higher education Higher education and/or teaching experience preferential excellent judgment/problem-solving skills and ability to work with discretion ability to de-centralised environment Highly developed interpersonal skills and the ability to utilise trust in the faculty, staff and student ability to prioritise, Generate, and evaluate a wide range of options and understand trades Commitment to achieving success by working other experience in case publication desirable, but not essential reviews and responding to Sales Practice customer complaints verbally or in writing received for Merrill Edge Conducting through supervisory reviews of account transactions including Risk Management System (RMS) , End of Day (EOD) and Online Trade Review (OTR) Approve and review market and non-market trading corrections Reviews and maintain all Compliance and Regulatory Correspondence Monitors and reviews major trades, mutual fund switches and investment recommendations Perform customer contact as necessary Management projects and/initiatives to improve sales oversight and risk management calls and meetings review packages Coordinate travel arrangements, travel and portfolio coordination and overseeing document production and minor projects, as request coordinates in-house meetings, including conference room setup, beverage/food, etc. Maintain customer files, contacts database and record holding needs of Practice Research and sets materials necessary for important calls and projects Conduct basic Internet research as needed Order supplies and equipment for designated practice practice and expenditure reports in time contribute to performance assessment process for peers and managers Engaged in team building activities Live the Edelman Values (quality, integrity, respect, entrepreneurial spirit, mutual benefits) Demonstrate professional behaviour and strive for excellence in all efforts efforts

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