

# Manager

Job Title:	Manager	Company Job Code:	.....
FLSA Status:	.....	Division/Department	.....
EEO Code:	.....	Reports to:	Vice President
Salary Grade/Band:	.....	Last Revision Date:	.....

## SUMMARY

Manage the operational and fiscal activities of the department. Plan and develop systems and procedures to improve the operating quality and efficiency of the department. Supervise staff in accordance with company policies and procedures. Responsible for hiring, training, and coaching employees.

## PRIMARY RESPONSIBILITIES

1. Manage the operational and fiscal activities of the department to include: staffing levels, budgets, and financial goals.
2. Plan and develop systems and procedures to improve the operating quality and efficiency of the department.
3. Analyze and document business processes and problems. Develop solutions to enhance efficiencies.
4. Coordinate and implement solutions from process analysis and general department projects.
5. Direct staff in the development, analysis, and preparation of reports.
6. Supervise staff in accordance with company policies and procedures.
7. Conduct interviews, hire new staff, and provide employee orientation.
8. Coach and provide career development advice to staff.
9. Establish employee goals and conduct employee performance reviews.
10. Responsible for staff scheduling to include: work assignments/rotations, employee training, employee vacations, employee breaks, overtime assignment, back-up for absent employees, and shift rotations.
11. Assist staff to resolve complex or out of policy operation problems.
12. Coordinate with Human Resources for appropriate staffing levels.
13. Schedule and conduct department meetings.
14. Responsible to meet department productivity and quality goals.
15. Communicate with Supervisors, Managers, and Vice Presidents on Department operations.
16. Complete human resource paperwork.
17. Other duties as assigned.

## ADDITIONAL RESPONSIBILITIES

1. Approve out of policy department expenditures.

2. Approve and coordinate telecommuting arrangements.

### **KNOWLEDGE AND SKILL REQUIREMENTS**

1. Basic reading, writing, and arithmetic skills required. This is normally acquired through a high school diploma or equivalent.
2. Knowledge of office processes, procedures, and technology. Experience in supervising project and team activities. Ability to read and interpret accounting and financial reports. This is normally acquired through a combination of the completion of a Bachelor's Degree in Business Administration and three to five years of office experience which includes supervisory responsibility.
3. Work requires willingness to work a flexible schedule.

### **WORKING CONDITIONS**

Working conditions are normal for an office environment. Work may require occasional weekend and/or evening work.

**SOURCE: [hrVillage.com](http://hrVillage.com)**