

UVI RTPark
JOB DESCRIPTION – ADMINISTRATIVE MANAGER

POSITION TITLE:

Administrative Manager

JOB SUMMARY:

The Administrative Manager is responsible for ensuring that the organization has the administrative support necessary to conduct its business and fulfill its mission. This position is the first point of contact for all UVI RTPark staff, clients, new hires and guests. The Administrative Manager works within RTPark’s policies and procedures to oversee the day-to-day administrative operations of the HR, IT, Finance and Facilities departments. He/She assists with preparation of the payroll and with personnel administration and plays a critical role in supporting the Executive Director in preparing for the Board of Directors and other governance meetings. The Administrative Manager coordinates new hire orientation and other onboarding activities, and oversees offboarding and handover activities for departing staff. He/She is ultimately responsible for creating an engaging office environment and positive interactions for all visitors, staff and stakeholders of the RTPark.

REPORTING RELATIONSHIPS:

The Administrative Manager reports directly to the Executive Director of the UVI RTPark. This position is responsible for supervising the Administrative and Commercial Assistant, other administrative employees and/or UVI student interns.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Oversees centralized operations and service procedures of UVI RTPark.
- Oversees the preparation, analysis, negotiation, and review of contracts related to purchasing materials, supplies, products and services.
- Plans and coordinates staff development and monthly agency-wide staff meetings.
- Assists the Executive Director in providing staff support to the Board of Directors and Committees.
- Maintains and safeguards agency records.
- Manages the organization’s office and storage space.

OTHER FUNCTIONS AND RESPONSIBILITIES:

- Assist managers with HR issues and administration of personnel policies.
- Assist managers in recruitment process.
- Conducts new employee orientation and exit interviews.
- Maintains employee files.
- Update and maintain RTPark website.
- Assist with coordinating RTPark events.
- Special projects as assigned.

REQUIREMENTS:

- Must be on board with the Purpose and Mission of the RTPark
- Microsoft Suite (Word, Excel, Access, Outlook).
- Proficiency with managing electronic calendars.
- Effective problem solving and negotiating skills.
- Comfortable multi-tasking and meeting aggressive deadlines.
- Disciplined and able to maintain confidentiality.
- Ability to see the 'big picture' while focusing on the process and procedures necessary to produce deliverables.
- Comfortable working independently as well as part of a team.
- Excellent verbal, written, and interpersonal communication skills.
- Demonstrated organizational skills for timely performance of duties with necessary attention to detail.

QUALIFICATIONS AND EXPERIENCE:

Required:

- Bachelor's degree with at least 3 year's administrative experience.

Preferred:

- Some Human Resources experience.

COMPENSATION & BENEFITS:

RTPark offers a competitive salary schedule based on qualifications and experience, along with a comprehensive benefits package to eligible staff.

The RTPark is an equal opportunity employer. Applicants from diverse cultural and socioeconomic backgrounds are strongly encouraged to apply.