

Job Title: Administrative Manager
Reports To: Chief Executive Officer & Chief Operating Officer
Employment Status: Non-Exempt

Job Summary:

The Administrative Business Partner will be skilled in leading and supervising our operational and strategic initiatives as well as managing all day to day and long-term operations to guarantee company efficiency. Superb interpersonal and leadership skills are important as well as a team player.

Duties/Responsibilities

- Assist with assessing and identifying new opportunities for growth for the agency
- Assist in marketing and fund development plan efforts to ensure effective implementation
- Establish virtualization as a key component of IT strategy that is embraced and promoted within the agency
- Oversees company rental, lease properties and the overall function of the facility management
- Work with outside vendors to maintain necessary business supplies, materials and equipment
- Making sure that the company has sufficient resources such as materials and equipment
- Oversees, organizes, and schedules meetings for the CEO and COO
- Assist with special projects and take ownership (if necessary) for the development, administration, and promotion of specific projects.
- Attends and prepares committee meetings, including recording and distributing minutes, agendas and other relevant information to committee members and other meetings as requested.
- Uses discretion, and good judgment in handling sensitive and confidential information.
- Assist in achieving operationally driven goals and objectives outlined by the organization's Strategic Plan.
- Lead business needs assessment, business case development, capability assessments, ROI analysis and all facets of implementation planning and execution.
- Oversee reporting and communication of project milestones, including leading Steering Committee meetings, core team meetings and key stakeholder discussions. Work in a collaborative way with key stakeholders and leadership to ensure key timelines are met with minimal disruption to the organization. Identify appropriate solutions and alternatives to potential obstacles.

Qualifications & Preferred Skills

- At least 2+ years of experience supporting a C-level executive
- 5 Years of relevant in business/project management
- Bachelor's or advance degree, with evidence of academic or other intellectual distinction
- Advance proficiency in MS Office Suite
- Ability to communicate clearly and concisely, both verbally and in writing
- Positive, proactive, and collaborative mindset.
- Self-directed leader who works independently and, on a team

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