

Geotechnical & Environmental Services, Inc.  
Job Description

JOB TITLE: **Administrative Supervisor**

**Exempt:** Yes

**Employee:**

**Program:** Administration

**Reports to:** Administrative Manager

**Positions you supervise directly:** 1 to 7

**Prepared by:** Destiny Thompson

**Date:** 11/09/2021

**Approved by:** Destiny Thompson

**Date:** 11/09/2021

**Summary of Work Environment and Work Performed:**

The administrative supervisor supervises the admin staff, organizes, implements and manages the completion the administrative processing of all documents, either directly or indirectly, in accordance with GES standards and procedures.

**Essential Functions:**

**Frequency**

- |   |           |
|---|-----------|
| 1. Type reports, correspondence, proposals, forms, etc.   | Daily     |
| 2. Coordinate relief for administrative assistants for breaks, lunches and absences   | Daily     |
| 3. Ensure admin support inbox and delivery outbox are completed in a timely manner  | Daily     |
| 4. Implement and maintains in house procedures for administrative processing of documents   | Daily     |
| 5. Maintain Clerical Operational Plan and ensure all items are completed by deadlines   | Daily     |
| 6. Perform 1-2-1 coaching for admin staff   | Monthly   |
| 7. Organize admin meetings  | Monthly   |
| 8. Coordinates administrative training for all new hires  | As needed |
| 9. Hire, supervise, and coach admin staff   | As needed |
| 10. Train admin staff in duties and office procedures   | As needed |
| 11. Coordinate all administrative processing functions related to major SOQ submittals  | As needed |
| 12. Coordinates company's administrative needs related to office resources, uniforms, building maintenance, cell phones, IT and other areas | As needed |
| 13. Assists Client Relations teams with special projects  |           |
| 14. Assist Administrative Manager with special projects   | As needed |
| 15. Schedules and attends IT meetings   | Quarterly |
| 16. Other duties as assigned  |           |

**Desired Outcomes or Results:**

There will be a smooth flow of documents and communication, while meeting required deadlines, and adhering to GES' established goals, procedures and professional standards. The clerical supervisor works closely with the general manager and other program managers and clerical staff in accomplishing document and data processing and distribution. He or she must be able to respond to the needs of several staff members and clients at once, using tact and diplomacy.

**JOB TITLE: Administrative Supervisor**

**Education, Knowledge, and Skills Required or Desirable:**

- High school diploma.
- Minimum five years clerical experience as secretary or administrative assistant.
- Demonstrated leadership skills.
- Ability to influence others using positive reinforcement
- Highly proficient word processing, spreadsheet and database skills.
- Experience with database software and data entry.
- Excellent written and oral skills.
- Professional attitude, telephone etiquette, and appearance.