

Company Name

Street Address
Your City, ST ZIP

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- 4) Insert

YOUR PLACE IN THE COMPANY: **VP-Administration**

YOUR LEADER: Chief Executive Officer

WHO YOU LEAD, TEACH AND SUPPORT: Systems Development Manager, Facilities Manager, Human Resources Manager

HOW YOU HELP THE COMPANY SUCCEED: Provide staff support in the form of consultation, information and services related to systems development, facilities management and employee relations.

MAIN RESULTS EXPECTED FROM YOU:

- Develop and deploy employee training programs.
- Maintain office supplies inventory.
- Develop compensation and benefit programs.

MAIN WORK YOU DO:

- Ensure that each employee is aware of, and properly trained in, the responsibilities of that employee's position in the company.
- Procure necessary office supplies.
- Create and maintain company Operations Manuals.
- Make available to each employee the appropriate position responsibility document.
- Know and be able to explain benefit and compensation programs.
- Poll all employees at least once per year to determine their level of satisfaction with administrative staff support.

The information above represents the **minimum** expectations for this position.

Please feel free to exceed those expectations.