**Company Name**



Street Address

Your City, ST ZIP

**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.