



Job Title : Administrative Manager

Department: Administration

Reports to: Vice President

DUTIES AND RESPONSIBILITIES

Organizational Development

1. Assist in planning and implementing of the organizational development strategy for the company.
2. Establish and maintain the appropriate systems for performance measure and organizational development.
3. Monitor, measure and report development plans and achievements obtained by the organization with the accepted formats and also in the established dates.
4. Plan and verify internal communications and knowledge of the corporate goals, projections and expectations.
5. Promote teamwork and develop teamwork with managers in different areas and departments, to assure complete comprehension of the necessary facts to improve growth. Also, inform and communicate expansion and growth politics, as well as purposes and achievements of the company.
6. Watch over the corporate image of the company.
7. Watch over the accomplishment of politics and procedures.

Merchandising

8. Plan merchandising, publicity and promotion strategies for the company.
9. Assist in the sales strategic planning.
10. Coordinate the maintenance and making of the Clients & Prospects System Database.
11. Plan and communicate merchandise activities.
12. Prepare documentation, brochures and merchandising material to consolidate sales force (Power Point Slides, posters, etc).
13. Identify project opportunities and requirements.
14. Update supplier information, in order to obtain new data (new products, catalogues, etc).
15. Cooperate with the Web Master to obtain new images and announce them in the Web Site.
16. Coordinate the making, maintenance and upgrade of the company price list.
17. Achieve specific projects assigned.

Human Resources

18. Plan and develop discipline politics, complaints, payments and employment terms and conditions, training, coaching, professional development, motivation, organizational culture and improvement, and performance measurement.
19. Handle personnel, recruitment, motivational skills, training and professional development.
20. Inspection and report to Direction of all activities and provide management information.
21. Managing of benefits, vacations, holidays, loans and special approvals to employees and company members.



KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. B.S. in Business specialized in Merchandising, Management, International Business or with similar profiles. With MBA studies or willing to study a related degree.
2. At least 3 years of experience in similar fields.
3. Ability to handle delivery times in a variable environment.
4. Show leadership abilities and work effectively in group.
5. Travel availability.
6. Excellent personnel relations and customer-oriented relations.
7. Oriented to details.
8. Strong knowledge in finances.
9. Abilities in problem resolutions.
10. Experience in project management, determination of priorities, providing high quality work and leading workgroups.
11. Knowledge and skills in MS Excel, Word, QuickBooks and Power Point.
12. Excellent communication (Work Presentation and Writing).
13. General knowledge of Merchandising, industrial trends, tools, techniques and resources.
14. Bilingual, English and Spanish.