

JOB DESCRIPTION

Job Title: Administrative Support Director

Industry: Professional Development

Job Type: Full Time

Company: RISE, LLC

Location: 1408 Suite #2 Sweet Home Road, Amherst, NY 14228

Reports to: Chief Operating Officer

Department: Operations

Job Definition and General Description:

As the Administrative Support Director, he or she will be counted on to assist, and at times provide, administrative systems, agenda, and policies. In addition maintain and update all Job Requirement as well as Job descriptions for RISE, LLC. The ASD will directly work with and influence all staff in the Operating Department to ensure RISE and its employees are running at top spend and efficiency throughout the course of an average work day.

Reporting Relationship:

As an integral member of the Operating department, the ASD will report concerns, brief subject analysis, and applicable operating matters directly to the Chief Operating Officer. In addition the ASD will inform and hear from all other members in the Operating department. The ASD will direct and influence any policy changes/updates to RISE with the utmost in: courtesy, respect, and efficiency.

Duties and Responsibilities:

The Administrative Director is directly responsible for sustaining the workflow of RISE, LLC. Studying methods of proficiency, realizing and then implementing cost reductions when possible, and designing a reporting procedure will achieve this.

In addition the ASD will be looked to for answers from questions clients have about RISE, LLC's products, packages and services. Also he or she will be required to call for repairs, evaluate RISE equipment for services in the office, and assess any new equipment that could be of potential benefit to RISE service.

Position Requirements:

This position presupposes extensive knowledge in RISE, LLC product, services, and potential for improvement. It is of paramount importance to supply constructive and meaningful answers to any potential client(s) question because it could be the difference between one or several purchase(s).

An ideal candidate must display the following skills:

Ability to influence and work with others in pursuit of betterment and top gear efficiency

- Reporting, and administrative writing skills.
- Exception and ranging knowledge of Microsoft applications and functioning
- Supply management expertise
- High verbal communication skill and integrity

Education and Experience:

- Master's degree in Management or a Business Economic field
- Experience in working for large groups and demonstrated commitment throughout work history

Additional Information:

- Starting salary is \$40,000 dollars paid at bi-weekly intervals, with a 5% increase in salary each year
- The Administrative Support Director will work a 40 hour work week