



UNDERSTAND HOW THE ROLE OF ADMINISTRATOR OFFICE MANAGER

BUILD AN EFFECTIVE WORK TEAM
COORDINATE WORKFLOW AND PRODUCTIVITY
IDENTIFY AND MANAGE THE STAGES OF CH
INTERACT WITH PEOPLE IN WAYS WHICH
SHOW CONCERN FOR EXCELLENCE
MANAGE PERSONAL EMOTIONS AND STRESS

MANAGE CONFLICT, DIFFICULT SITUATIONS
DELIVER RESERVATIONS TO SMALL GROUPS WITH MA
SELECT AND INFORM NEW STAFF WHO

ENSURES THAT
STANDARDS

MONITORS AND COORDIN
COORDINATES THE C
MAINTAINS CA

ADMINISTRATION AND OFTEN FOR CITY COM
ROUTINE CORRESPONDENCE ON OWN INITIATIVE

TAKE ADMINISTRATIVE DECISIONS REQUIRING WIDE KNOWLEDGE OF C

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LEVEL

CESSSED FOR
CITY AN
UPON SOME

TIMELY MANNER
BETWEEN THE CIT
NEEDING INF

RECEIVES WRITING AS
AND WRITTEN
AND RECORD KEEPING
MONTHLY REPORT

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