

Дата: 04.02.2022

Група: №24

Урок: №32

Тема уроку: «ESSENTIAL DUTIES AND RESPONSIBILITIES OF AN ADMINISTRATOR»

Мета уроку: вдосконалювати лексичні навички й навички вимови, аудіювання, читання й усного мовлення; розвивати логічне мислення;

Матеріали уроку:

Duty – обов’язок

Responsibility - відповідальність

To supervise - контролювати

Oversee – стежити, здійснювати нагляд

Incoming call – вхідний виклик

To provide - забезпечувати

Maintain -дотримуватися

The Administrative Manager is the first point of contact for all staff and guests. The Administrative Manager is responsible for creating an engaging office environment and positive interactions with all visitors and staff. The Administrative Manager works within Community Link’s policies and procedures to oversee the day to day administrative operations. The Administrative Manager works actively, internally and externally with the out-source vendors to ensure that the organization’s Finance, IT and Human Resources needs are met. The Administrative Manager assists with preparation of the payroll and with personnel administration.

Законспектуйте основні обов’язки адміністратора

Essential Duties and Responsibilities:

- Perform and supervise general office activities, such as greeting visitors, filing, photocopying, faxing, processing outgoing and incoming mail, routing and screening all incoming calls, and distributing messages to appropriate team members.
- Ensure that conference rooms, meeting rooms and reception areas are ready for meetings.
- Oversee the preparation, analysis, negotiation, and review of contracts related to purchasing materials, supplies, products, or services.

- Provide or oversee centralized operations and procedures of services for the agency.
- Plan and coordinate staff development and monthly agency-wide staff meetings.
- Create and maintain effective internal controls for equipment inventory.
- Maintain and safeguard agency records.
- Manage the organization's office and storage space. Perform as liaison with various vendors, providing maintenance, security, and other occupancy services.

Homework

Answer the questions:

1. Which is the most important duty of administrator for you? Why do you think?
2. What skills should have an administrator to provide all these responsibilities and duties?
3. What area of administration do you want to choose in the future? Why?

P.S Знати основні обов'язки адміністратора!

Виконане завдання відправте мені на електронну пошту
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