

Word Bank

Operations Manager

Related Titles: Operations Manager / Supervisor, Operations Supervisor, Director of Operations, Vice President of Operations, Operations Director, Senior Operations Manager, Branch Operations Manager, Freight Operations Supervisor, Business Operations Manager,

Manages daily operations and activities for a company or organization. Supervises staff, oversee projects and daily work activities. May have responsibility for managing supplies and materials, budgets or customer relations; may serve as liaison to senior management.

Skills Requirements

Specialized

1. Operations Management
2. Scheduling
3. Accounting
4. Process Improvement
5. Repair
6. Decision Making
7. Forecasting
8. Business Administration

9. Contract Management
10. Business Planning
11. Business Development
12. Business Operations
13. Mentoring
14. Inspection
15. Purchasing
16. Business Process
17. Employee Training

18. Inventory Management
19. Loss Prevention
20. Facility Management
21. Procurement
22. Spreadsheets
23. Administrative Support
24. Optimization
25. Logistics
26. Business Management
27. Financial Reporting

Foundation

1. Communication Skills
2. Organizational Skills
3. Supervisory Skills
4. Planning
5. Writing
6. Problem Solving
7. Budgeting
8. Project Management
9. Customer Service

10. Quality Assurance and Control
11. Leadership
12. Computer Skills
13. Detail-Oriented
14. Multi-Tasking
15. Performance Analysis
16. Time Management
17. Research
18. Management
19. Presentation Skills

20. Teamwork
21. Strategic Planning
22. Analytical Skills
23. Troubleshooting
24. Meeting Deadlines
25. English
26. Cost Control
27. Change Management
28. Conflict Management

Office Manager

Related Titles: Office Manager, Business Office Manager, Front Office Manager, Front Office Supervisor, Assistant Front Office Manager, Dental Office Manager, Office Supervisor

Directs administrative staff and manages workflow in a business office. Supervises clerical work, tracks office supplies, oversees maintenance for office equipment and manages budget for office expenses. May hire and train staff.

Skills Requirements

Specialized

1. Office Management
2. Accounting
3. Scheduling
4. Front Office
5. Bookkeeping

6. Accounts Payable / Accounts Receivable
7. Administrative Support
8. Office Equipment
9. Spreadsheets
10. Purchasing

11. Administrative Functions
12. Business Planning
13. Appointment Setting
14. Payroll Processing

Foundation

1. Organizational Skills
2. Communication Skills
3. Writing
4. Supervisory Skills
5. Customer Service
6. Detail-Oriented
7. Computer Skills
8. Multi-Tasking
9. Problem Solving

10. Planning
11. File Management
12. Telephone Skills
13. Data Entry
14. Leadership
15. Project Management
16. Budgeting
17. Research
18. English
19. General Office Duties

20. Typing
21. Time Management
22. Meeting Deadlines
23. Self-Starter
24. Teamwork
25. Record Keeping
26. Quality Assurance and Control
27. Management

Administrative Manager

Related Titles: Administrative Manager, Administrative Services Manager, Administrative Office Manager, Administrative Program Manager, Administrative Project Manager, Administrative Branch Manager, Manager Administrative Services

Manages and directs administrative support for a company or organization, or manages the business office at a smaller company. Directs clerical and administrative staff, manages supply orders and budgets, monitors company contracts or procedures, or directs equipment and office space use and maintenance.

Skills Requirements

Specialized

1. Administrative Support
2. Office Management
3. Accounting
4. Scheduling
5. Administrative Functions
6. Purchasing
7. Business Administration
8. Spreadsheets
9. Procurement
10. Contract Management

11. Grant Writing
12. Accounts Payable / Accounts Receivable
13. Office Equipment
14. Financial Reporting
15. Bookkeeping
16. Appointment Setting
17. Risk Management
18. Travel Arrangements
19. Business Management
20. Operations Management

21. Decision Making
22. Process Improvement
23. Event Planning
24. Financial Management
25. Invoicing
26. Office Administration
27. Expense Reports
28. Personal Computers

Foundation

1. Communication Skills
2. Organizational Skills
3. Writing
4. Supervisory Skills
5. Planning
6. Budgeting
7. Detail-Oriented
8. Problem Solving
9. Project Management

10. Research
11. Multi-Tasking
12. Computer Skills
13. Customer Service
14. File Management
15. Time Management
16. Telephone Skills
17. Meeting Deadlines
18. Typing
19. Data Entry

20. Leadership
21. General Office Duties
22. Team Work
23. English
24. Quality Assurance and Control
25. Prioritizing Tasks
26. Editing
27. Record Keeping
28. Management

Office / Administrative Assistant

Related Titles: Administrative Assistant, Office Assistant, Senior Administrative Assistant, Secretary, Administrative Coordinator, Office Administrator, Office Clerk, Office Coordinator, Administrative Specialist, Administrative Clerk, Office / Administrative Assistant

Performs administrative work in an office. Works in a wide variety of office settings, such as a company or business, or a government office or school. Manages paper and electronic files, uses office equipment including computers, responds to phone calls and emails, routes mail and maintains calendars and schedules.

Skills Requirements

Specialized

1. Administrative Support
2. Scheduling
3. Spreadsheets
4. Appointment Setting
5. Travel Arrangements
6. Administrative Functions
7. Office Equipment

8. Copying
9. Expense Reports
10. Office Management
11. Scanners
12. Office Supply Ordering
13. Purchasing
14. Mail Sorting
15. Event Planning

16. Mathematics
17. Accounts Payable / Accounts Receivable
18. Bookkeeping
19. Mailing
20. Memoranda Preparation

Foundation

1. Organizational Skills
2. Communication Skills
3. Writing
4. File Management
5. Detail-Oriented
6. Customer Service
7. Typing
8. Data Entry

9. Telephone Skills
10. Computer Skills
11. Multi-Tasking
12. Research
13. Secretarial Skills
14. General Office Duties
15. Problem Solving
16. Record Keeping
17. Planning

18. Editing
19. English
20. Time Management
21. Meeting Deadlines
22. Clerical Duties
23. Teamwork
24. Preparing Reports
25. Budgeting