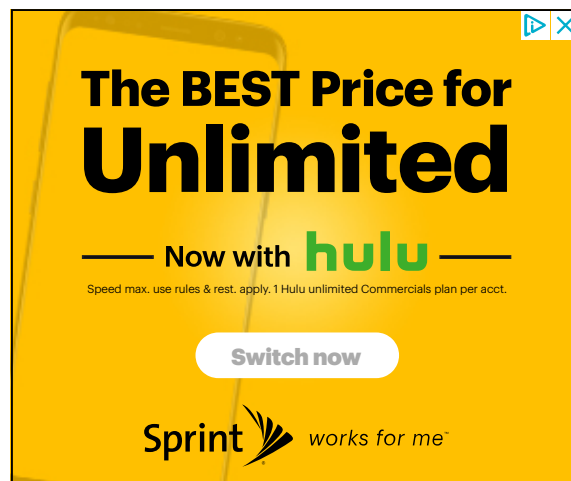


Difference Between Manager and Administrator

Posted on April 3, 2011 by [olivia](#)

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Manager vs Administrator

Manager and Administrator are terms quite often interchangeably used by people. There are obvious differences between a manager and an administrator, but for a vast majority of people, these two are interchangeable terms. In many companies, especially small ones, the person who is in charge of administration is essentially the same one who performs the duties of a manager. But in large enterprises, these are two different posts that carry separate rights and functions. This article intends to highlight the differences between a manager and an administrator by describing the roles played by each in any organization.

The differences between the roles and functions of a manager and an administrator can be better understood under following categories.

Nature of work

Administrator is responsible for deciding major objectives and policies of the organization while a manager has to put into action the policies and objectives decided by the administrator.

Function

Administrator takes decisions about the whole enterprise while a manager takes decisions within the framework that has been set for him by the administrator.

Authority in the organization

An administrator has the highest authority in the organization which implies he comes from the top management whereas a manager lies in the middle rung and has limited authority. A manager has to prove his authority by his skills and analytical thinking.

Status

An administrator is usually one of the owners of the organization who invests capital and earns profits whereas a manager is a hired employee, usually an MBA who gets salary and bonus from the administrator.

Competition

A manager faces competition within the organization whereas there is no competition for the administrator.

Selection of team

Manager has the sole right to decide his team of employees while an administrator has no role in his team.

Productivity

While both desire higher productivity, it is manager who is responsible for any lapses in lower productivity.

Human resources

It is manager who is in direct touch with the employees while an administrator maintains status quo.

Skills

A manager requires both managerial as well as technical skills whereas an administrator only needs managerial skill.

Decision making

While the decisions of an administrator are governed by his own idiosyncrasies, government policies and public opinions, the decisions of a manager are more pragmatic and are taken on a day to day basis.

Conclusion

In conclusion, it would suffice to say that whereas a manager deals with both the employees as well as top management, administrator is more involved with the business aspects such as finance.



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