1. Monitored and evaluated personnel performance to complete [Timeframe] reviews, recommend advancement or address productivity concerns.
2. Managed CRM database, including troubleshooting, maintenance, updates and report generation.
3. Aggregated and analyzed data related to administrative costs to prepare [Timeframe] budgets for corporate-level management.
4. Recruited, hired, trained and supervised staff of [Number] and implemented mentoring program that offered positive employee engagement.
5. Communicated corporate objectives across all divisions through regular correspondence and scheduled status updates.
6. Established efficient workflow processes, monitored daily productivity and implemented modifications to improve overall effectiveness of personnel and activities.
7. Established and developed highly efficient and dependable administrative team by delivering ongoing coaching and motivation and fostering career advancement.
8. Oversaw office inventory activities, including ordering and requisitions, stocking and shipment receiving.
9. Produced high-quality documents, spreadsheets and presentations for internal and customer-facing needs using [Software] and [Software].
10. Created and finalized contracts for [Produce or Service] deals with customers.
11. Oversaw appointment scheduling and itinerary coordination for both clients and personnel.
12. Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.
13. Improved office operations by automating client correspondence, record tracking and data communications.
14. Hired, managed, developed and trained staff, established and monitored goals, conducted performance reviews and administered salaries for staff.
15. Provided complete meeting support, including materials preparation and notes or minute taking.
16. Arranged corporate and office conferences for company employees and guests.
17. Completed bi-weekly payroll for [Number] employees.
18. Enhanced collaboration between team members by preparing meeting materials and taking clear notes to distribute to stakeholders.
19. Liaised with patients and addressed inquiries, appointment requests and billing questions.
20. Handled all incoming business and client requests for information.
21. Optimized organizational systems for payment collections, AP/AR, deposits and recordkeeping.
22. Compared vendor prices and negotiated for optimal savings.
23. Integrated logistic systems into company processes to improve operations and manage work orders and price changes.
24. Performed billing, collection and reporting functions for office generating over $[Number] annually.
25. Administered yearly budget of $[Amount] to manage office requirements such as service contracts, postage costs and supply replenishment.
26. Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
27. Managed [Number]-person administrative team dedicated to serving [Type] team needs in high-volume setting.
28. Decreased training time [Number]% by designing effective new training programs for [Number] departments.
29. Secured optimal program efficiency through collaboration with internal teams and development of positive community relationships.