1. Codified office structures and processes to promote teamwork and performance.
2. Performed billing, collection and reporting functions for office generating over $[Number] annually.
3. Tracked and recorded expenses and reconciled accounts to maintain accurate, current and compliant financial records.
4. Managed CRM database, including troubleshooting, maintenance, updates and report generation.
5. Established and updated work schedules to account for changing staff levels and expected workloads.
6. Optimized organizational systems for payment collections, AP/AR, deposits and recordkeeping.
7. Completed bi-weekly payroll for [Number] employees.
8. Managed costs and billing and resolved financial discrepancies effectively through organizational management of account information using [Type] software.
9. Assessed personnel performance and implemented incentives and team-building events to boost morale.
10. Interpreted management directives to define and document administrative staff processes.
11. Helped employees with day-to-day work and complex problems by applying motivational and analytical strategies.
12. Developed highly-efficient administrative team through ongoing coaching and professional development opportunities.
13. Managed [Type] files and records for [Number] clients and adhered to safety procedures to prevent breaches and data misuse.
14. Initiated timely project management within budget constraints for multi-faceted problems concerning executive leaders.
15. Managed supervisor itinerary and appointments and streamlined scheduling procedures.
16. Restructured installation processes and staff teams, boosting productivity by [Number]%.
17. Integrated logistic systems into company processes to improve operations and manage work orders and price changes.
18. Prepared daily [Type] and [Type] reports to assist business leaders with key decision making and strategic operational planning.
19. Maintained accurate, current and compliant financial records by monitoring and addressing variances.
20. Organized international and domestic travel arrangements for up to [Number] staff members, including all transportation and hotel stays.