

# Operations Administrator Job Description

An operations administrator is a key part of a management team and supports many high-level teams and projects. They analyze and improve organizational processes, and work to improve quality, productivity, and efficiency. This is someone with high technical proficiency, a forward-thinking workflow mindset, and someone who works well with a variety of people. Also of utmost importance is a dedication to follow Jesus.

## Responsibilities for Business Administrator

- Meet with staff, leaders, and Board to determine areas of improvement
- Coordinate regular meetings with various leaders to best understand their current obstacles and opportunities
- Help design and implement a plan of action for each area of Christian Surfers
- Oversee the budget and expenses of various teams and projects
- Identify inefficiencies in a department's productivity and performance
- Research new innovative ways to improve the model through technology and resources
- Renegotiate vendor contracts to obtain better rates
- Help the ministry raise organizational funding

## Qualifications for Business Administrator

- Advanced degree (Preferred)
- History serving in Christian Surfers
- Proven track record of positive performance in a related field
- 5+ years in a management role
- An understanding of current market growth and direction
- Strong leadership and management skills
- Ability to travel internationally
- Superb communication and interpersonal skills