

WEEK 5

Administration as an Office Work

Administrative Management

Term for Administration (Tata Usaha)

Clerikal Work

Office Work

Paper Work

Administration (Tata Usaha)





The Role of Office

- As tool for organization to reach their goal that directly set primary
- As a tool, office serve a communication to organization and record the information systematically

The Function of Officee

- Receiving Information (letter, phone call, message, complain, report from business activities)
- Recording/processing (to serve who need information and keep the information as legal evidence)
- Organizing information (organizing sitematically to serve information effectively and efficiently; ex: report)



The Function of Office

The series of activities like:

- Give Information (routinely or specifically in verbal or writing)
- Protect organization's assets (all of the information owned by the organizations are assets)





The main reason of several activities do by office are to collect Information

What is Information?

Knowledge about something or event obtained mainly from reading or observation and

Knowledge is what everyone can know

The form of Information

- **Visual**
- **Audio**
- **Visual and Audio**

There are two forms of visual information, they are text and picture.

Script/document/file/record are form of visual information

"People forget, records remember"





Information nowadays

- The form of audio information is a tape.
- But, nowadays because of sophisticated technology, we can combine visual and audio information.
- It called Video



Office Activities

- Office Planning
- Office Organizing
- Office Actuating
- Office Controlling

Office Planning

defining the direction of office activities by evaluating factors that effect how organization reach its goal

Building planning, Office layout, Lighting or lighting, Ventilation, Office equipment and furnishings, Office work methods and standardization, Office budgeting, Work quality standards, Information systems and telecommunications



Office Organizing

process in defining job description and select the right person for certain job



- The division of tasks and work that functions to be more efficient in the organization or company agency.
- Maintaining a good working relationship with all office members between traffic and superiors or subordinates.
- Provision of appropriate equipment or equipment, based on the type of work to facilitate employees in doing work.

Office Actuating

to increase the effectiveness and efficiency of and to create a healthy and dynamic work environment

- Use of effective techniques in carrying out supervision of subordinates, Use of effective techniques in providing motivation to subordinates,
- Provide assistance to employees who have faced difficulties to solve problems at work,
- Unite the vision and mission,



Office Actuating

to increase the effectiveness and efficiency of and to create a healthy and dynamic work environment

- Design a method of employee communication so that effective communication between employees and superiors can run according to objectives and smoothly,
- Using fair benchmarks in providing wages or salaries to employees.



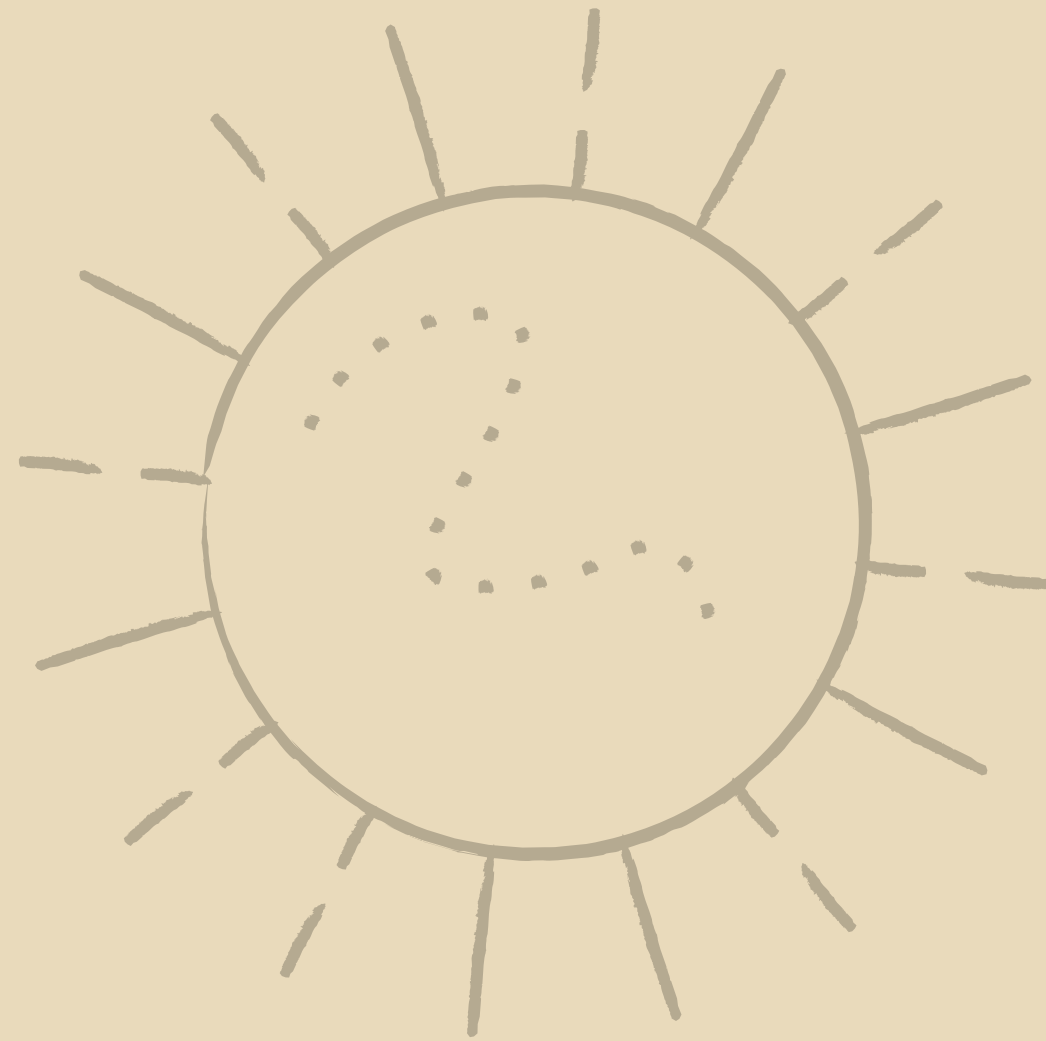
Office Controlling

activities that ensure that targets and things that have been planned can go according to plan or target.

- Use of office equipment and furniture
- Methods and standardization of office work
- The quality of an office job
- Time
- Office expenses



Office work facilities



- **Office location (safety and environment)**
- **Office building (safety, facilities for workers, and price)**
- **Office tools (furnitures and supplies: paper, pen, etc)**
- **Office machines**
- **Office Interior**



3 main administrative roles

1

Give a service for the implementation of operative works to achieve the goals of the organization

2

Provide information for the top management of the organization to make decisions

3

Help the development of the organization as a whole

Office work according to Prajudi Atmosudirjo



- Information, registration, communication, computation
- Information: collect data as complete as possible by survey, observation, interview, form
- Registration: systematic recording of data with the objectives is to keep data so it is easier to find when it needed. it is done by: make an agenda, fill the form
- Communication: the process of information exchange by meeting, correspondence, discussion, calling
- Computation: data processing of core office work



Office work according to Moenir

- Skill activities: recording, classifying
- Managerial activities: communicating, manipulating



Office product

- **Document**
- **File**
- **Report**
- **Letter**
- **Archive**



Thank you!