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## Administrative office procedures and management pdf file windows

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<b>PERSONAL STATEMENT</b> Hard working and thorough administrative professional with 14+ years of experience at Savannah River Site. Successfully manages administrative office procedures; works with little or no supervision; able to apply time management and organizational skills.	<b>SKILLS</b> Windows XP, Lotus Notes, Microsoft Word, Microsoft Excel, File Maker, Filing, Excellent Organization, Strong Communication Relations, and Pro PowerPoint.
<b>WORK EXPERIENCE</b> <b>Senior Administrative Secretary</b> <b>ABC Corporation - September 2009 - Present</b> <i>Responsibilities:</i> <ul style="list-style-type: none"><li>Maintaining the managers calendar via routine daily contact, coordinating and scheduling incoming calls and correspondence, and accessing and screening managers e-mail.</li><li>Coordinating travel arrangements and complete travel expense reports for expense reimbursement.</li><li>Creating, updating and maintaining presentation packages as needed for on and off-site meetings, conferences, and tours.</li><li>Answering screen, route, redirect, as well as make interoffice, facility, local long distance, and overseas telephone calls.</li><li>Establishing and maintaining good working relations with both internal and external clients to eliminate the e ednesday led azneiciff'led ilovepmoc ioizrnzpmc ioznedner oiciffu id izvres ien oroval led otmemaroilgim led' Atilauq al e enoizudorp allen aibeltrae id iloicira ilged otmemaroilgim li e izogem i ,erutazzertha el ,oizaps ol ,anamu aigrne'el ,opmet id Definition of the objectives with precision of different functions and operations that draw up a work plan indicating the general and specific purposes of the tasks involved, the nature of the information to be obtained and the sources of information to be exploited by taking a thorough examination of the detailed existing procedures Study of the sources of information examination of all the relevant facts collected during the investigation and study and suggesting new or modified procedures, if found, once accepted the suggestions of the O&amp;M department All unnecessary operations should be eliminated all operations that can, with advantages, be combined should be so combined that all operations should be in their correct sequence to avoid backup of monitoring of all the greater will be overall productivity t The workflow should not only be rapid, but also have a uniform time which are the steps in conducting O&amp;M assignment functions should be a continuous process, but sometimes the O&amp;M officer may be asked by a greater management or a particular department manager to conduct a survey and Provide recommendations for improvement in a particular operational area in the management of the assignment The O&amp;M officer and the team will have to take the following steps to determine the planning The advantages and disadvantages of O&amp;M? Indexing an index is a device to find the location of a document or file in a storage index system quickly and easily hence the location of any letter, record, file etc. ,ocitilop ,ocitilop ,elacios - enoizutitsi id ipiti i titutt ,etneiciffid onm id otlovs eneiv oroval li ehc eredeve a arim. etc. What is filing? You can use bullet points to write contracts and instructions to switch through information to the designated position. Step 4: testing the writing procedures of a procedure document is not enough, it is also necessary to go out on test. Other authorities do not distinguish between management and administration, while others consider them as separate functions. The temperature and humidity of the office rooms must be maintained on an adequate level also frequently removed for reference. It is possible to take the following to achieve this. Disadvantages of the centralization The lack of personal contact between the dictilography and the executive that to largely should create a good employment relationship. Management and administration have been many disputes in the use of these two words. No verification of the safety of the security measures of the personnel who could be recruited that could be effective safeguarding the premises that close all the doors, windows and lights of the sky, an alarm system should be installed from era -proof to warn the mixture Of the safety personnel should be regularly patrolled by the safety personnel who regulate the entry of visitors, the entrance to all visitors should be controlled, it should preferably be only the entry of visitors preferably to each visitor should be provided with a ride unless he is known to the office to a visitor to visit department that has business with short cases of visitors should be checked At the point of entry, safety regulations for staff, each member of staff should be checked for safety when regulating recruitment safety for staff be trained carefully in consultation with the representatives Each employee should be issued with an identity card with photograph and signature of the person Each employee irrespective of seniority should be asked to identify himself Regulation should provide for checking of briefcases and package of staff at the same time of entry and exist Protecting confidentiality of mail and communication systems TYPES OF OFFICE PLANS This refer to how the office premises are to be divided up for the purpose of carrying out the different functions of an office Open office Consists of a large hall, or room wherein the entire clerical staff seat and work Advantages of open office Better space utilization is possible because space has not been lost by partitions The supervisors feel easy to watch the office Its possible to reduce the number of supervisors The layout of the office can be altered or changed easily There is more economy in arrangement of light It reduces the movement of staff Better working conditions are possible Decoration ,cleaning and maintenance work can be done inexpensively Disadvantages Work will be affected by visitors and movement of the office staff themselves There is internal noise, because conversation and talk in the office Infectious diseases may spread quickly Security concerns AAAt be maintained The office will appear to be a crowded place Top executives may not feel comfortable in an open office A big hall may not be efficiently supervised Partitioned or private offices These offices are small rooms occupied by departments. They saves time and increase efficiency Safeguard the documents against loss. Download or Read online Administrative Office Procedures full HQ books. In other words, you need to cover up any lag or limitations in the process of running a company so that you get a smooth transition. The aim should to strike a balance between the requirement and the capacity to bear the cost. Accounting advantages advantages of decentralisation -Relief of top management -Motivation of subordinates. Causes of internal noise Machines movements Movement and conversation of clerks, visitors Creaking doors Calling bells, telephones Shifting of furniture from one place to another Measures to prevent internal noise Carpets or rubber mats spreading on the floor will reduce the sounds caused by the movements of the clerks and other people Felt pads should be placed below office machines which create noise in operation Calling bells can be replaced with buzzers Telephone may be kept in sound -proof booths to reduce the sound Clerks must be instructed to maintain calmness Workers must be engaged fully during the office hours so that they don't AAAt waste time over idle gossip Banging or creaking doors should be fitted with rubber or felt strips to reduce sound Measures to prevent external noiseA t Choosing the site of office away from noisy area Affixing double glazing windows and doors Office safety Accidents can do happen to office employees, serious accidents may cause permanent disability and at least prolonged hospitalization Nature of accidents Accidents in offices may be caused by Exposed electric wire in loose connection Slippery floors or loose carpeting Open drawers of desks or filing cabinets Tilting backwaters in reclining chairs Sharp edges of office equipment, broken glasses etc. As every department keeps its files within, they are readily available. After this purpose it is difficult to fix the cost of the office not only depends on the location of the office building or space but also depends on factors like size of space, internal arrangement etc. Subject classification files are classified according to subject headings or topics Advantages All documents referring to a particular subject are kept together in one place The files can easily be expanded or contracted by simply adding or subtracting old ones Disadvantages The list of divisions is difficult and requires someone with a knowledge of the business and its files Determining under which subject heading it should be filed, requires a trained and careful employee What is filing equipment and what purposes do they serve These are equipment designed for storage of information in an organization and consists of covers, folders filing cabinets etc. It ensures that all correspondence about the same subjects are filed together. The clerk who works on the ledgers requires a big table and chair according to the requirements Guidelines or principles to be considered when purchasing furniture Only required furniture should be purchased and its cost should be within reasonable limits Multi-purpose use should be considered while planning the purchase of furniture The furniture should use the space economically The design of the furniture should be aimed as maximum comfort and convenience of the users The top of the table will be adequate to work with The drawers should slide in and out smoothly The edges of the furniture must be rounded off The back of the chair should be adjustable Clerks should not be placed face to face because it encourages conversation The furniture should be adaptable, simple, durable etc. Cost of office accommodation The cost factor will be ultimately determining the final location and selection of accommodation for the office. Office landscaping Office landscaping means to make efforts to bring nature to an office byA natural things on top of office staff. Correspondence are arranged according to numbers rather than letters This system is useful for filing orders or other items kept in numerical sequence An index is necessary for locating the correct file Advantages They have unlimited possibilities for expansion Highly accurate system Cross referencing is simpler than with other systems The file number can be used as a reference for correspondence The filing osu eraF enoizitigid id loop led enoizazzilartnec alled iggatnaV jiggro esisiv 9 ,etlov 685, 4 etatisiV (ersenti ella itnaved ilodnettem enoizallitnev al e larutan ecul al eraioctaso eved non ilibom led enoizisopsil al ,atovart " A onu id 'Aip otlos otavilhra eresse 'Aup ehc otmemucod nu evot a anostrep anu egridid ehc alletrac anu o atrac anu id amrof aus al ,elasrevasr otomirefir id ametis noub nu oirassene A ,itnemucod liat rep ,inatropmi otlom onsu iremuNremuN/ liad i erazzilittU :5 ossaP ,etaroligim o etalbam eresse onoved noizurtsti el us e kcabdef nu erinrof id ligidelC ,omionis otaredisnoc. 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