

Study on Measures for Fine Management of Office Administration

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Abstract

From the perspective of the rapid development of market economy, the continuous improvement of national quality of life and profound changes in social operation structure have brought new challenges to office administration. The traditional office management mode has been unable to effectively adapt to the new development situation, but also exposed many disadvantages, which has an adverse impact on the process of China's modernization. The refinement of office administration is conducive to the improvement of the quality and efficiency of office administration, and is of great significance to the administration of enterprises, universities and government offices in China. Combined with the role and current situation of administrative management, this paper analyzes the ideas of office fine management, and puts forward effective measures of administrative fine management.

Keywords

Measures; Fine Management; Office Administration.

1. Introduction

Office administration is an important part of the administrative work of enterprises, universities or government departments. However, due to the complex content, large volume and large number of departments involved in office administration. In the office work team, its corresponding management measures and systems must be scientific and refined in order to effectively improve work efficiency and promote the competitiveness of enterprises. However, as a special management mode, fine management still has great controversy in the specific implementation process, and there are often many loopholes or problems, which have a serious impact on the follow-up work of enterprises or government agencies. Therefore, the implementation of fine management is conducive to the effective promotion of office administration. With its flexibility and innovative advantages, it can more scientifically detail and refine the office management, and gradually improve the efficiency of office administration.

2. The Role of Office Administration

Broad administrative management refers to the use of power by our government to implement targeted and reasonable management activities on various affairs in various fields of society, so as to coordinate social and economic development and promote the improvement of national living standards. In the narrow sense, administrative management widely refers to the office administrative affairs of modern enterprises, universities, state-owned enterprises, public institutions and private enterprises. However, regardless of the attribute division of the administrative body, office administration mainly covers the management of office supplies, daily affairs, documents and archives, vehicles, meetings, foreign-related relations, human resources, employee welfare and other management work. It is closely related to the management and operation of the administrative body and the basic interests of employees, and has significant particularity, sensitivity and flexibility. Therefore, office administration plays the following roles in the actual management links: first, management. The administrative

department establishes direct or indirect contact with other relevant departments through department characteristics, realizes the relevant management work of departments at all levels by implementing the work management spirit of the superior, and promotes the normal and orderly operation of the business activities of the administrative subject. The second is coordination. According to different object-oriented, it can be divided into two levels. One is internal coordination. Usually, due to major changes in the management content of the administrative subject, there are major problems in the work docking and connection between departments. Therefore, the administrative department needs to make effective adjustment, so as to fully run through the instructions of the superior, implement the specific work links, and promote each department to play its functional role. The second is external coordination. In particular, the government, enterprises and institutions and the administrative departments of colleges and universities, as the external window, link and communication bridge of the administrative body in the actual operation, are responsible for coordinating the external needs and wishes of the administrative body, so as to give full play to the maximum effectiveness of the administrative work.

3. Current Situation of Office Administration

In China's modern office management system, the traditional empirical management mode has been used all the time, and the management content, form and method remain unchanged. It is difficult to effectively promote the process of administrative management of administrative subjects to adapt to the new situation, which is not conducive to the healthy development of administrative subjects, greatly reduce the quality and effectiveness of administrative management, and divide the rights and responsibilities of various departments, It has laid many hidden dangers for future management. Based on the analysis of management content and form, the contemporary office administration mainly has the following three problems: the first is the imperfect system. Management system is a key part of administrative management. It uses administrative means to standardize personnel behavior and speech by using static measures. The imperfect management system will bring adverse factors to the daily management of administrative subjects, especially at the level of on-the-job responsibility division and performance evaluation. It is unable to build a perfect management system, which will lead to the fuzzy division of department responsibilities. When dealing with key affairs, there will be mutual prevarication and procrastination between departments or personnel, which is not conducive to the effective implementation of superior tasks and instructions, It brings a heavy burden to the management of administrative subjects. When facing major problems, it is unable to effectively pursue the responsible departments or personnel, which has a serious impact on the prestige of the administrative subject. Even promote other relevant management systems to flow into form, increasing the burden of office administration. Secondly, experience is the main, the superior is the big and the old is the respect, which has an obvious bureaucratic atmosphere. In China's current office administration, the problem of experience is particularly serious. When dealing with specific affairs, it is difficult to combine the actual situation and needs. It is often guided by the experience of administrators to carry out the administration of relevant matters, resulting in the lack of planning, unclear objectives, lack of enthusiasm and cohesion of employees or office personnel. Under the background of the new era, great changes have taken place in China's socio-economic system and national life concept. If we still rely on traditional experience and thought, it will be difficult to adapt to contemporary social development and seriously affect the business development of administrative subjects and the strength of foreign administration. Finally, the low professional level of office administrative staff or personnel, lack of management awareness, low professional quality, limited administrative quality and efficiency, etc. Office staff are the main body of office administration.

If relevant staff cannot have good professional awareness and ability, it will limit the pace of administrative management and promote the development of administrative bodies.

4. Thoughts on Fine Management of Office Administration

4.1. Refine Assessment Indicators

The contents and methods of traditional office administration are backward, which can not promote the development of administrative subject under the new situation. Promote the refinement process of office administration. First of all, we should refine the assessment indicators of administrative management. In view of the unclear division of office management responsibilities and fuzzy management matters, it has brought many problems to the operation of administrative subjects. The implementation of fine management of office administration can effectively eliminate such problems and safeguard the legitimate rights and interests of enterprises. Fine administrative management mainly refers to the orderly division of office management matters, and the clarification of the work objectives, work system and specific links of each affair, so as to control, control and clarify the progress of each work link from the overall perspective, so as to improve the quality and efficiency of administrative management by establishing a scientific and reasonable office work process system. Secondly, by quantifying the completion quality and completion of each work link, implement various performance systems of the administrative body, so as to promote the all-round development of the work of the administrative body by improving the overall work quality and efficiency.

4.2. Deepen Institutional Management

The office system is the basis for the implementation of the fine management of office administration. It requires the office supervisors to build a detailed work process in the form of strict rules and regulations, so as to specify the specific requirements of each work link, clarify the responsibilities and obligations of relevant office personnel, standardize the work process and improve the efficiency and quality of office administration. On the premise of building a reasonable and scientific workflow, it is necessary to formulate the completion standards of relevant work links according to the actual needs of the office, including work quality standards, completion time standards, specific operation method standards, etc. The relevant supervisors shall implement the rules and regulations and carry out the supervision and evaluation of the daily work of the relevant office personnel in strict accordance with the work standards, so as to ensure the orderly progress of the relevant work. It can be seen that the fine management of office administration needs to rely on the system, implement the fine differentiation and standardization of each work link, and then strictly control the completion and quality of each work from the overall perspective, so as to promote the improvement of the quality and efficiency of office administration.

4.3. Strengthen Internal Communication

Fine administrative management needs to coordinate the work processes and links among various departments of the administrative subject. Only by strengthening inter departmental communication and establishing organic links can we effectively promote the process of fine administrative management. Especially at the level of relevant rules and regulations, the office administration should not be limited to a single level, but should focus on the overall operation of all departments of the company, universities or enterprises and institutions, and scientifically and reasonably build rules and regulations in line with the actual situation of each department in combination with the actual work situation and needs of each department. Strengthening the internal communication between departments can effectively promote the administrative departments to deepen their understanding of the operation, business, management and many other matters between departments, so as to effectively penetrate the

administrative management work into the daily work system of each department, and finally form the systematization, coordination, timeliness and order of administrative management through the full cooperation between departments. In addition, when coordinating and communicating the work of each department, we should effectively control the relevant operating costs, take the interests of the administrative subject as the core, and reduce unnecessary expenses, so as to put the fine management of office administration in place and improve the quality of each department and each work.

5. Office Administration Fine Management Measures

5.1. Strengthen Cultural Construction

Aiming at the traditional office administration mode dominated by empiricism, we should take the construction of government organ culture or enterprise culture as the premise, create a good cultural environment, and imperceptibly change the office thoughts and concepts of office staff, especially the staff at the level of office supervisor and older qualifications, so as to guide them to change their traditional thinking mode, Change the current content and methods of office administration, accept contemporary advanced management concepts, and implement the fine management process of office administration. First of all, when constructing the culture of enterprises or government organs, we should pay attention to the core idea of the administrative body and clarify the main direction of administrative management, so as to build a cultural atmosphere to promote the core of office administration in combination with the current management situation and humanistic management thought. Secondly, we should select the fine management mode, implement it in all links of office administration, implement the fine thinking into the work of each department, improve their understanding of the fine management concept, and deepen the daily management, business and administration of the Department. In the specific practice of fine management, establish clear management objectives, so that fine management can be fully realized in the enterprise office. First of all, set up jobs according to the work process and professional ability, clarify the job responsibilities, ensure the independence of the posts, and make the posts have a close relationship. Secondly, optimize the work process, simplify the work links, make it easy for managers to coordinate and communicate, supervise each other, understand the problems in each link and improve them in time, so as to realize seamless connection and ensure the normal operation of the enterprise. Finally, formulate scientific assessment, link performance assessment with administrative management, and help to promote fine management.

5.2. Building an Institutional System

Firstly, on the premise of deepening the concept of system management, the fine management of office administration should formulate a scientific and reasonable management system in line with contemporary social development, and have a detailed understanding of the relevant work links such as supervision, attendance, evaluation, research and finance, so as to clarify the responsibilities of office administration and clarify the work contents and specific risks of each link, So as to realize the responsibility and basis of employees' work. Secondly, the premise of building the office administration system is not only to refine and standardize the work of each department, but also to clarify the work focus and work objectives between departments. Through the formulation of reasonable supervision system, effectively supervise and urge all departments to play their corresponding functional roles, so as to provide sufficient driving force for the sustainable development of administrative bodies. Then improve the cohesion of office administration and stimulate the enthusiasm and initiative of office staff. For an enterprise, the system is the standard for normal operation, and a reasonable working system can effectively promote the rapid development of the enterprise. Therefore, in the implementation of the fine management concept, we should first formulate a set of scientific

and effective management system in line with the corporate culture, and make detailed behavior standards for each work link such as attendance, supervision, finance, evaluation and research according to the specific situation, so that each employee can realize "there is evidence to rely on and responsibility to follow". For the traditional management mode, take the essence, remove the dross, and make meticulous reform to every department, so that in the future work, departments can cooperate with each other to supervise and jointly provide the power for the sustainable development of enterprises, thus effectively increasing the cohesion of the enterprises, so that each employee can find their own goals and motivation to work hard.

5.3. Strengthen Personnel Training

No matter what reform the enterprise makes, it needs the careful implementation of each employee to be successfully implemented. Therefore, refined management is actually the practice of employees' refined consciousness. First of all, formulate reward and punishment mechanism, encourage employees to innovate in fine management, and give corresponding rewards to promote the awareness of fine management into the hearts of the people. Secondly, according to the operation of the enterprise, improve the refined work steps, formulate the nature and work direction of each position, and make the management accurate to the individual. Finally, strengthen the use of enterprise resources by managers, and formulate accurate standards for each work. If it cannot be determined, communicate with relevant personnel and inform managers before implementation, so as to make the awareness of fine management go deep into the work of each employee in detail. The above implementation plans are carried out by office managers, so managers themselves must have high professional quality. Office managers should first correct their attitude and set an example to drive the growth and progress of employees. Then improve their own management ability, complete office management and improve work efficiency. Finally, managers need to have a comprehensive understanding of the whole enterprise and implement fine management measures according to the actual situation, so as to avoid the embarrassment of "talking on paper".

Office administrators are the core of the administrative body management. The professional quality, office concept and service style of administrators have a great impact on the office administration. Therefore, administrative agencies should strengthen the training of office administrators. First of all, we should focus on the cultivation of ideas, improve the working attitude and ideological awareness of relevant personnel, promote the formation of the sense of responsibility and mission of relevant administrative work, set an example, and create a good environmental atmosphere with personal cultivation and cultivation. Secondly, the training of management ability, management methods and related administrative ability of office managers should be strengthened. Combined with the advanced western administrative management theory, starting from the construction of cultural environment and guided by fine thought, we can promote the improvement of various professional and administrative abilities of office managers.

6. Conclusion

From the perspective of the new situation, China's traditional office administration concept has been unable to meet the needs of the development of social market economy, and it is more difficult to promote the administrative body to improve the quality and efficiency of relevant administrative work. Fine management is a special management mode based on the actual development of social economy in recent two years. Its main purpose is to refine the system and specify the purpose, so as to ensure the normal operation of each work link. In the specific implementation, office managers not only need to have good professional quality and high professional skills, but also need to have a comprehensive understanding of enterprise operation, and then formulate the corresponding system according to the actual situation, so as

to improve the quality of office work and promote the competitiveness of state-owned enterprises. The fine management of office administration aims to refine the objectives, specific links and institutional objectives of office work, so as to improve the work efficiency of office staff and promote the development of office administration of government, universities, enterprises and institutions.

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