

OFFICE PROCEDURES I

OFFICE ORGANISATION

Office: This is a place, a room, a building or an open place, where clerical activities of the business enterprise are carried out.

Organization: This is the arrangement of work such that the activities, duties and responsibilities are allocated and shared/divided among the various personnel of the enterprise.

Office practice: This comprises the allocation of clerical activities to the office personnel, and how these activities can be performed efficiently.

OFFICE FUNCTIONS

The various activities in an office that are geared towards provision of services may generally be referred to as the office functions they include:

- i **Receiving and transmitting information**
– Mailing work and general communication through various means like telephone, letters, memos, telegrams etc.
- ii **Recording information**
– Involves keeping financial, correspondence, employee records and rules and regulations of the organization etc.
- iii **Storage and processing of information**
-Keeping of information safely for future reference for example by filing and storing in cabinets.
- iv **Sorting and Classifying information**
-Involving indexing, coding, collating – before storing the information.
- v **Routine Administration**
-This involves directing and controlling the various activities of the business, supervising staff etc.
- vi **Safeguarding the assets of the organization**
- vii **Legal requirements**

OFFICE ACCOMMODATION

Office accommodation includes the type, size and arrangement of an office.

The choice of office accommodation will depend on the following factors:

- Number of workers
- Nature of business
- Capital required to set up the office
- Size of the building
- Appearance of the building

Types of offices

There are 3 main types of office accommodation:

General Office Procedures

Rachel Sandford



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