

II. OFFICE MANAGEMENT



Definition:

According to George R. Terry: “ Office management can be defined as a task of planning, co-ordinating, motivating the efforts of others towards the specific objectives in the office” .

Functions office management:

- * Planning
- * Organizing
- * Staffing
- * Directing
- * Controlling

Office manager

- **An office manager is an individual who is in-charge of an office & main function is to organize & control the activities of the office.**

Qualifications of an office manager

- **Sound education**
- **Experience & Training**
- **Specialized Knowledge**
- **Knowledge of office organization**

Functions of an Office manager

- **Leadership**
- **Co-ordination**
- **Recruitment of staff**
- **Training of staff**
- **Motivation**
- **Discipline**
- **Accounting**
- **Controls stationery**
- **Organizer & supervisor**

Thank u