Research on the Office Administration Management New Ideas and Countermeasures under Fine Management Perspective

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Abstract

In this paper, we conduct research on the office administration management new ideas and the countermeasures under fine management perspective. It has long been a focus on the role of administrative service division office, so when making the office personnel configuration, we often choose some writing material handling capacity or have the high coordination organization ability of the talents. With the development of social economy now, require companies to transform function, office should not only responsible for the daily service work, is an auxiliary of the business decisions, which requires the office on the researchers chose to change accordingly. Should pay more attention to the office personnel in the new period of comprehensive management ability, positive knowledge to broaden and update, change their vision and philosophy. Under this condition, in this paper, we integrate the other state-of-the-art methodologies to propose the new perspective of enhancing the efficiency of the office to construct the better systematic environment.

Keywords: office administration, ideas and countermeasures, fine management, perspective.

Introduction

Since China's reform and opening up, with the deepening reform of our country market economy system, presents the management office complication of the functional specialization, coordination, supervision characteristics of supervisory work the diversification, management services, in promote coordinated operation of the unit also plays an increasingly important role. Standing at a new historical starting point, as the hub of the organs, enterprises and basic institutions operating office management work and that only adhere to the people-centered concept and establish the political consciousness, general overall situation consciousness, service consciousness, quality consciousness, innovation consciousness, learning and window, in innovation and development, constantly improve the level of work can adapt to the requirement of new situation new task. Office management under the new situation of innovation could be summarized as listed therefore.

- Management should establish a set of perfect and reasonable office management methods, it will be strict specification each work. Make staff to operate strictly in accordance with the specification, to do with system management, in accordance with regulations. Responsibility also will be implemented to the staff, to make them clear their own responsibilities.
- To strengthen the training of staff, only strengthened the training of staff, improve their overall quality to promote the reasonable office affairs [1,2,3,4].

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In the new period, the decision of the country put forward the construction of a harmonious society, in order to build a harmonious office at the same time as the unit must also establish people-oriented consciousness. To build a harmonious office, you have to achieve harmony between staff, coordination between the departments and departments, interdependent goals between staff and units.

Innovation is very important to the development of the unit, because it is the driving force for the development of the unit. So managers must set up innovative consciousness to make the management of the office work is innovative and feasible, and can be accepted by the staff.

Significance lies in the nature of fine management, it is a kind of strategy and goal decomposition elaboration and responsibility to carry out the process is to make the enterprise strategic planning can effectively carry out the process of each link and function, and improve enterprise overall ability to execute important way. Fine management in an enterprise establishes a construction project with the direction of thinking, it is important to combine the present situation of the enterprise, according to the thinking of "fine", get the key problems and weak links, in stages. Each phase is completed, as a system implementation and perfects a system, and affects to modify the related system. As the related example, in the figure one, we show the principles.

Figure 1. The Principles and Architectures of the Office Administration Management.

In this paper, we conduct research on the office administration management new ideas and the countermeasures under fine management perspective. In the later sections, we will then discuss the issues in detail with in-depth analysis and explanation.

The Proposed Methodology

The Fine Management Perspective. Fine management is a management concept originated in the developed countries is the refinement of social division of labor and service quality of the elaborating the inevitable requirement of modern management that is established on the basis of conventional management, and routine management to key step. Modern management thought, management has three levels, one is standardization, second it is fine, third it is personal [5,6,7].
Fine management is to carry out the management responsibility, become a person worry for you to worry about, the management responsibility, specific and explicit that asked everyone to reach the designated position, due diligence, management of everyone, everywhere have management, and all management, layer upon layer, system and healthy fine management requirements, power layer upon layer, all bear mission, responsibility for all negative. Detailed management is a kind of management pattern change, is tested the rigorous scientific management idea that is also a progress change the backward management style. But science mode should have the scientific theory system as the basis, including the definition of the fine management science; The main content of the fine management—fine management standards, fine management methods, fine management of general and special procedures, fine management target, the effect of the refinement and can manage to and change, to achieve the ultimate goal of, etc.—should be a complete set of theory as the foundation.

Implement management intensification of enterprise, needs the joint efforts of all staff, needs to arouse the enthusiasm of the staff, creativity, need to do the following work. (1) Grass-roots level, to understand in the process of fine management, there are what kind of difficulties and shackles. Found problems timely processing in the bud. Set body builders to implement it, under a good refinement management scheme can be implemented, and see significant results. (2) Enterprises to achieve fine must be implemented by the audio management to standardized and institutionalized management. To establish a set of system, relatively complete mechanism of rewards and punishments, give play to the role of two: incentive and restriction role and this kind of rewards and punishment mechanism should accord with actual fair should have relative stability, to form the long-term mechanism. (3) Speak clearly, unified thought to make the staff understand and support, let employees have the basic knowledge of the fine management, let them know the main content of the fine management, basic methods and significance of everyone to form a consensus, so as to achieve unified thought, unified action. In the following figure 2, we show the procedures and steps of the fine management.

The Administrative Management Characteristics. The administrative reform of managerialism type, emphasis on rationalism method, and the value pursuit of pragmatism, the ultimate goal are to improve the quality of basic government management. The administrative modernization evaluation system is through a multidisciplinary approach and research results on the administrative process evaluation and judgment, with the help of statistics, analysis and integration, to achieve the objective evaluation and effectively improve the purpose of the government organization performance.
The effectiveness of the administrative management modernization evaluation system is that it can reflect administrative management system, scientific modernization characteristics of the elements and their relations, and the evaluation index system is the core of the whole evaluation system. The author thinks that, in the design of the administrative management modernization evaluation index system, must do: on the one hand, according to the results of factor analysis, set up index system and scientifically defines the scope of the index system, and make it standardized; On the other hand, the administrative modernization index system structure must be able to describe the relationship between the various factors which can be categorized as the following aspects.

- Administrative environment evaluation system. The main evaluation factors on administrative system, such as politics, economy, culture, nature, legal environment, etc. Although these belong to the external objective factors, but that for the analysis of the relationship between administrative environment and administrative management is very important, because the modern system of government must be adapted and surrounding environment and coordinated development with them.

- Evaluation system of administrative execution. Measurement of the main administrative goals of the entire basic process of implementation, including administrative leadership, command, coordination, supervision and the feedback and so on each link. On which administrative execution of administrative management modernization goal is implementation way, at the same time the rationality of the process itself can also verify the decision.

- Administrative personnel evaluation system. The basis of main administrative performance evaluation, such as potential factor of sustainable development. Administrative modernization not only simply rely on the accumulation of hardware such as economic growth, it will pay more attention to the existing state of the implantation of the administrative development potential. The administrative management must emphasize the people-centered sustainable development in an all-round way.

- Administrative efficiency evaluation system. Major government performance measurement of quality and administrative efficiency, administrative, such as economy, effectiveness, and the administrative development, etc. These are the important index measure of administrative modernization that reflects the direct effect of administrative management and its prospects.

**The Office Administration.** In the modern enterprise office, office of enterprises become the hub of the enterprise, the enterprise office management has become the top priority of the enterprise management, to some extent, the strength and overall quality of the enterprise depends on enterprise office work level and work efficiency. Therefore, the enterprise needs to strengthen the management of the enterprise office improve the enthusiasm of enterprise staff, constructed together, hardworking atmosphere. For daily office administration work, many people still use the old management methods, and based on past experience to conduct management work. Make a lot of old management functions in the management work of play constrained, and the lack of a relatively standardized management system. Office management work can also cause some work error that affect the enterprise internal management work carried out smoothly [8].

We should consider dealing with this as the listed aspects. (1) Update to the service concept, the office management work, need to provide the good service for the enterprise. Office is one of
an important job, responsible for the reception work within the enterprise. Good foreign office reception ability, is the embodiment of the enterprise comprehensive strength, on the other hand also affect the enterprise's own image. (2) Improve the level of internal resource allocation, the office work content is relatively complex, to do well in the work coordination and management, to complete their work, both will coordinate to other departments, complete the tasks arranged by leaders. On the division of tasks, the office personnel must on the basis of completes the labor of duty, and to help the work of the other departments. (3) The purpose enterprise office work that is in order to better promote the development of enterprises, and in the service of the daily operation management of enterprise. Office work, in view of the development of the management work, and work adhere to the correct position and direction always focuses on the enterprise strategy to work. (4) Specification management needs to have a standardized management system, formulate scientific internal management system is a key indicator of office management work to carry out. Office management system, for the office work process, objectives functions and so on must carry on the elaboration, and according to the different positions and then to carry out the corresponding responsibilities. Only the office staff knows their responsibility and authority, to complete own work better and improve the efficiency of management.

The Office Efficiency Enhancement Principle. Office as an enterprise integrated management department, the office has the complexity and diversity of work, from the document drafting, meeting arrangement to department office coordination, welcome to the service all is the responsibility of the office. In the face of complex and diverse work, how to carry out all work creatively, constantly to speed up the pace of work, improve work efficiency, ensure the working stability and orderly. Based on the prior discussion, we put forward the listed suggestions.

- To strengthen the construction of enterprise office system. It is pays special attention to the system construction, the existing system to conduct a comprehensive revision, make the system more reasonable, scientific standardized, to adapt to the needs of the development of the situation. Second, pays special attention to the investigation and study, provide service for leadership decision-making, the outside bettering assistant, as an important task to research work. According to the center for the whole year work, develop a plan of the research work.
- The implementation of online office project. The introduction of the online office, means and the method can further improve enterprise's office of the office, while improve the office quality and efficiency, also to enhance the staff's consciousness of the science and technology, promoting cadres quality further improved.
- Strict supervision inspection. Establish and improve supervision, examination, the mechanism of enterprise, director of the office for the first is responsible for the check and supervise department staff strictly abide by the discipline, and to ensure provisions for implementation.

Conclusion

In this paper, we conduct research on the office administration management new ideas and the countermeasures under fine management perspective. Modern society, enterprise is a comprehensive department office is a pivotal role in the enterprise has the comprehensive coordination, aides and staff of the service, and other functions. Office work level and quality of an enterprise directly reflects the overall strength and quality of an enterprise. Establish and
improve the office rules is an important step towards standardization of enterprise office, in order to clarify the responsibilities of office work, procedures and standards, etc. In this paper, we propose the new perspective of dealing with the mentioned challenges and in the future research we will optimize the proposed methodology with the integration of more related technologies.

**References**


