

# Thoughts and Countermeasures of Realizing Refined Office Administrative Management

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**Keywords:** office administrative management; refine; analysis on countermeasures

**Abstract:** With the constant improvement of China's social economy, the development scale of enterprises is expanding. There are some problems in enterprise operation, mainly because the operation management mode of some enterprises currently cannot keep pace with the development of the times, which requires some changes. In order to effectively guarantee the quality of modern operation, the office administrative management shall be refined continuously to ensure the efficient implementation of each part. For top managers, the refined office administrative management can promote the efficient office management, so as to lay a solid foundation for the stable operation and development of enterprise. Based on this, this paper explores and analyzes the thoughts and countermeasures of refined office administrative management, and offers opinions to provide help for relative management work of enterprises.

At present, China has entered a new-type social stage of comprehensive development, factors that enterprises need to consider in operation increase constantly. With the deepening of China's economic construction in various industries, the development of Chinese modern enterprises begins to the refinement. After a period of exploration and development, it has obtained ideal effects, which is directly related to the support of national policy and continuous efforts of related staff in this industry. However, there are still some new problems in the implementation of refined office administrative management, which are mainly connected with enterprises' operation method and concepts nowadays. The refined administrative management mode has become the industry vane of modern management and the ultimate goal of office administrative management. Its management characteristics and advantages are reflected in improving the costs of enterprises' comprehensive management to a large extent with scientific and effective management means as the basis. At the same time, it can guarantee the enterprises' overall operation quality and efficiency. It is the best means to improve enterprises' overall management efficiency, so that enterprises can obtain higher economic benefits by the control of costs, and establish a set of perfect regulations and rules system in offices. Besides, it can be continuously improved in practice, so that it can be more reasonable, scientific and refined in application. What's more, it can be instilled into the minds of each employee, so that they can have a more comprehensive recognition of the entire management system. In this way, the office administrative management can be orderly implemented to make contribution to China's social and economic development.

## 1. Thoughts on Refined Administrative Management

The office administrative management is vital for the operation of modern enterprises. The concept of refined administration not only obtains ideal effects, also guides clearly the specific goals of administration, and reduces enterprises' overall operation costs, so that enterprises obtain greater economic benefits. For top managers of enterprises, the optimal goal of administration is to promote the refined operation of office administration, which is implemented from these three aspects.

### 1.1 The setting of quantified and refined administration accounts

Currently, a great number of enterprises in China fail to effectively combine the "continuity" and "timeliness" in implementing office administration, which directly results in the disorder

administration. It is also because there is not unified regulations in details of administration. Thus, the administration is always blurry in operation and the level of overall management is low. Traditional administrative management pays more attention to the professional quality of relative managers and ignores details of the work, resulting the decline of overall administration quality. In order to effectively change this situation, it is essential to starts from details of work, implement the administration logically and divide the administration work into parts, so that the management efficiency and quality of top managers can be enhanced. In the management work, top managerial staff shall more vividly supervise and think about each part, and accurately grasp details, which is also difficult at the same time. The application of refined administration mode can effectively promote the work of top managers.

In addition, the refined administration also can effectively improve the efficiency of overall administrative work, promote the quantified thinking of administration, reach the more accurate understanding of tasks and realize the accurate planning of quantified work. Meanwhile, the setting of refined administration accounts helps the implementation of entire administration. It can reduce the work pressure of relative managerial staff to a certain extent, and enhance the quality and efficiency of entire administration, which will be the important transition in the development of modern enterprises [1].

### **1.2 The integration of standardized and routing management concept in actual administration work**

Since entering the 21<sup>st</sup> century, many large and medium-size enterprises make changes in operation management to adapt to the development of the times. In addition, flow line production is realized in many enterprises, which is a major innovation and progress for traditional enterprise operation mode, and meaningful for the overall development of enterprises. At present, the office administrative management of many Chinese public institutions and enterprises is always influenced by some factors, mainly because the refined administration mode is not adopted in the actual administration. The key of refined administrative management is reflected in the standardized and routing management. The routing management is to sub-divide each task, which is crucial, to combine with actual situations of current enterprises' development and plan specific work. In this way, the quality of overall work can be guaranteed. The standardized management is to comb conventional work in traditional process management, establish more scientific management standards and implement the work according to these standards. For instance, managers are required to regulate specific staff in various aspects, and supervise them, so as to ensure that their thinking way in the work is connected with managers.

### **1.3 The improvement of collaborative awareness of everyone by the penetration of economic consciousness**

Based on current development reality of many Chinese enterprises, the refined office administrative management not only requires the efforts of one person, also relies on the constraints of related rules and regulations. In this way, it is still difficult to realize the ideal administration effects. It is necessary to start from various aspects, and develop a full-participation consciousness in implementing office administrative management, which is a long-term process requiring constant improvement. Departments shall work cooperatively in actual implementation to reach ideal effects [2]. In the process of refined management, there are many important links. Taking the document signing as an example, it needs the cooperation between multiple departments, and communication. The files can be finally archived, and each step needs to be coordinated by other departments to complete the work. Therefore, departments and employees of every department shall develop the economic and collaborative consciousness, pay attention to accurately plan the work and guarantee that the effect of each link are effectively reflected, so that enterprises can obtain the greatest benefits by the most simplified operations.

## **2. Countermeasures to Realize the Refined Office Administrative Management**

When implementing office administrative management, it is necessary to accurately select work mode to guarantee the quality and efficiency of overall work. In modern times, refined administration mode is a good choice, which requires employers to make changes in work procedures, and to make preparations in advance. In this way, it can be deeply applied in the work and improve employers' individual comprehensive quality. The actual work shall be refined by the combination of traditional work mode with current enterprises' development. Specific countermeasure to implement refined administration are presented [5].

### **2.1 To take the refined management of employers as the breakthrough**

In the implementation of office administrative management, top managers are required to have an understanding of employees' advantages and personalities, and their daily work state so as to ensure the effects of overall administration. When establishing refined administration system, it is necessary to adhere to the comprehensive and meticulous administration concept, and control the quality of work in details, so as to improve the effects of overall administrative management.

### **2.2 To take the institutionalized administration as the important means**

For a modern enterprise, the administrative management shall be refined. Starting from each link, it also relies on effective reward mechanism. Enterprises shall formulate perfect reward and punishment system, offer rewards to employees with good performance and careful attitude and give punishment for employees with undisciplined attitude, so that they can recognize the importance of their work and have a specific recognition of their own responsibilities [4]. In terms of refined office administrative management, perfect and scientific administration regulations shall be formulated inside enterprises, and all operation rules shall be implemented in accordance with relative management system. In this way, each employee in enterprises can constantly enhance their professional quality in daily work, which can facilitate the unified management of enterprises to a large extent. It is necessary to make a plan of administration system and operation institution, so as to ensure the stable operation of enterprises' comprehensive development and finally realize the strategic goals of enterprises.

### **2.3 To realize the refined office administrative management by improving employees' quality**

The office administrative management involves factors and requirements in various aspects, and its management procedures are complicated. When China puts forward the theories on refined administrative management of modern offices, the professional quality of each employee shall be strengthened to satisfy the need of current administrative management of enterprises. For enterprises, the speed of development is accelerating and the scale is expanding, the overall requirements for employees' professional quality are also improving, so the mentality, comprehensive quality and work concept of each employee shall be promoted [6]. From the prospective of enterprise development, the basic goal of refined administration is conducive to improving the professional competence of each employee, so employees shall integrate the improvement of comprehensive skills into daily life and work. In administrative management, relative staff in administration shall be clear of their job responsibilities to guarantee the effects of overall management. Enterprises are required to cultivate talents in administrative management and establish long-term cooperation with related majors of colleges and universities, so as to realize the regular introduction of talents and scientific and refined overall operation of enterprises [6]. Besides, enterprises also should report work achievements and performance of current stage vividly, which is crucial, because it can play an incentive role in employees' enthusiasm to a certain extent and help some employees recognize their drawbacks [7]. Enterprises, in addition, shall also draw conclusions of work contents of each month, and related leaders shall give speeches on their accomplishments and satisfaction of work at the end of each month, concluding the completing of work of last month and making planning for next month. The work shall be divided to ensure that each link is

implemented correspondingly. In the refined division of work, responsibilities shall be given to each employee, so that relative staff can fully realize the importance of their responsibilities and each link is related each other scientifically and reasonably [8].

### **3. Conclusion**

It can be seen that most large and medium enterprises do not have specific methods for administrative management, which results in the poor effects of overall administration. What's more, the management of some enterprises are traditional. At present, China's economic construction and science and technology develop rapidly, so traditional management methods cannot be applied in current industrial market. Thus, the operation management mode of enterprises shall be transformed according to actual situation of enterprises, so as to meet the demand of social market operation [9]. The refined office administrative management mode is a good option, which pays more attention to improving employees' comprehensive quality and puts forward higher requirements for relative management staff in daily administration. At the same time, in order to effectively enhance the quality of administrative management, it is also feasible to perform training on relative staff on a regular basis and ensure the stable improvement of overall quality, so as to realize the better ideal effects of management work [10]. Enterprises also shall establish the supply-demand relationship of talents to ensure the stable talent supply in enterprises' development, so that enterprises can keep in a long-term stable development.

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