

ADMINISTRATION IN OTHER DEFINITION



Administration

"Administratie"

Narrow
Meaning

The diagram features two teal arrows pointing in opposite directions, one to the left and one to the right, connected at their inner ends. The left arrow is labeled 'Narrow Meaning' and the right arrow is labeled 'Broad Meaning'. The entire diagram is set against a white background with a blue gradient on the left and a teal border at the top and bottom.

Broad
Meaning



ADMINISTRATION AS A PROCESS

ADMINISTRATION AS AN INSTITUTION

ADMINISTRATION AS A TASK/FUNCTION

**THE CONCEPT OF
ADMINISTRATION**





Administration as a process

Administration is the entire cooperation process between two people or more based on certain rationality to achieve a set of goals

SONDANG P. SIAGIAN





Administration as an institution

Administration can be projected as activities of
the group of people who work together to
achieve the goals (Herbert A. Simon)

HERBERT A. SIMON



ORGANIZATION/ INSTITUTION



GOAL

Grow and develop

ACTIVITY

Face the environment

POSSIBILTY

adapt, monopoly, bankrupt

Organization Environment

- All elements outside organization that give direct or indirect effect to internal organization
- Organization elements:
 1. Competitor
 2. Customer
 3. Supplier
 4. Financial Institution
 5. Labor Market
 6. Government
 7. Economic Condition
 8. Security



RISK

UNCERTAINTY

THE ROLE OF OFFICE FOR ORGANIZATION



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MEMORANDUM
BUSINESS SERIES

WHAT'S THE MEANING OF OFFICE?

comes from Dutch "Kantoor"
means: a place to work,
space to work, place for
leadership,

It's "office" in English,
means a place to give a
service, position, and space
to work





Office

"In general, an office can be interpreted as a place where various kinds of organizational implementation activities are carried out in order to achieve its objectives."

"office is any place that is normally used to carry out administrative work (office work, paperwork), with whatever name the place may be given".

MOEKIJAT, 1975



How's the office now?

Nowadays, office is not only a place to work. But, office has more roles. The role of office now is a place to work, the center activities to provide information, and to support all of the activities in various fields

Office is:

- The place for holding various information handling activities
- The process of handling information, from receiving, collecting, processing, storing, to distributing information



OFFICE IN
THE PAST

OFFICE IN
THE PRESENT



VIRTUAL OFFICE



VIRTUAL OFFICE

a type of non-physical office rental that can be used as a legal address for business and obtain office facilities from the provider.

- legal correspondence address
- meeting room
- special telephone number connected to the tenant
- co-working space (including wifi, lounge, tea, coffee, etc.)
- event space

Ex: voffice





ORGANIZATION STRUCTURE



PUBLIC COMPANY

Vertical Structure



PRIVATE COMPANY

Horizontal
Structure



START UP

More simple.
Usually consist of
six member



CEO (CHIEF
EXECUTIVE
OFFICER)

CTO (CHIEF
TECHNOLOGY
OFFICER)

CFO (CHIEF
FINANCIAL
OFFICER)

CMO (CHIEF
MARKETING
OFFICER)

COO (CHIEF
OPERATING
OFFICER)

VICE PRESIDENT
OF SALES

