ADMINISTRATION
IN OTHER
DEFINITION



### Administration

"Administratie"

Narrow Meaning

Broad Meaning



ADMINISTRATION AS AN INSTITUTION

THE CONCEPT OF ADMINISTRATION



ADMINISTRATION AS A TASK/FUNCTION



# 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 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
  - Labor Market
  - 6. Government
  - 7. Economic Condition
  - 8. Security



RISK

### UNCERTAINTY

# THE ROLE OF OFFICE FOR ORGANIZATION

PRESENTED BY HOWARD ONG





# 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



"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





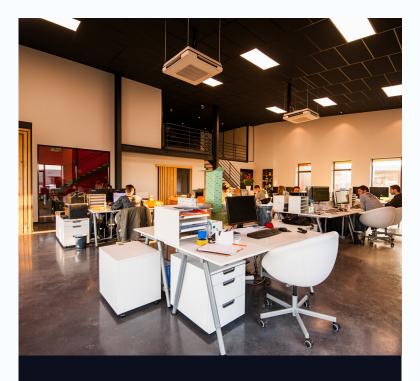
### PUBLIC COMPANY

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