

Analysis on the Significance and Methods of Optimizing Administration in the New Era

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Abstract: Under the background of the new era, administrative management is not the usual simple general work. In the case of diversified economic development, the difficulty and intensity of administrative management have been significantly improved. Administrative management has many important functions such as information transmission, organization and coordination and the administrative work is more extensive and diversified, playing an important role in the daily management of enterprises. This paper discusses the significance and methods of optimizing administrative management in the new era.

Keywords: New Era; Optimize Administrative Management; Significance; Method

Introduction

In the process of modern enterprise development, administrative management is very important. With the continuous development of the enterprise, there are more and more types and contents of work, and the flat, professional and procedural characteristics of various organizational works are becoming more prominent, so more attention is paid to refined management. This requires the enterprise to optimize the administrative work, give full play to its three functions of service, coordination and management, strengthen communication with various departments, improve the enthusiasm and efficiency of employees, and develop an effective management mechanism for the problems existing in the operation and management of the enterprise to promote the good development of the enterprise. Besides, the significance and method analysis of optimizing administration in the new era is far-reaching.

1. The Significance of Optimizing Administration in the New Era

1.1 Conducive to the communication and exchange of enterprise organization information

The dissemination of enterprise organization information is an important part of administrative management, which mainly includes two aspects. First, the administrative department should transfer the information and tasks issued by the superior department to the subordinate department, and urge the subordinate department to carry out relevant work; second, the administrative department should transfer and release various administrative contents and information of the same level departments and subordinate departments. The information dissemination work of the administrative organization needs to strengthen the connection between various departments of the enterprise to ensure the smoothness of information between various departments. In the new era, optimizing administrative management can help enterprises establish good communication channels between superiors and subordinates, and provide guarantee for the orderly implementation of various work of enterprises. ^[1]

1.2 Helping enterprises coordinate and optimize organizational work

The administrative department should undertake the connection and coordination of all departments and work of the enterprise organization. Only in this way can the smooth communication between personnel of all departments of the enterprise be guaranteed,

and the efficient operation of the enterprise is promoted. Especially for large enterprises, the business is complex, so there are many functional departments. Each functional department formulates corresponding rules and management mechanisms according to its own actual situation and the administrative department needs to consider the overall development of the enterprise organization, comprehensively consider various factors, and promote the effective implementation of various rules and regulations on the premise of the normal work of the enterprise organization. The optimization of administrative management is very beneficial to the adjustment of employees' working mood. At the same time, it can well solve some problems in the implementation of enterprise rules and management mechanism and strengthen the relationship between various departments, and build a good enterprise atmosphere.

1.3 Helpful for enterprise leaders to make decisions and facilitate employees' work

The administrative department of an enterprise undertakes a lot of service support work in its daily work, such as providing relevant information for enterprise leaders to make decisions and providing services for staff to carry out their work. The administrative department of an enterprise can directly master a lot of business and employee information and by collecting, sorting out and analyzing data and information, the administrative personnel integrate effective information, combine the development needs of the enterprise, and put forward targeted suggestions for some problems, which helps the enterprise leaders to make decisions. At the same time, the administrative department of the enterprise also undertakes the work of human resource management, which can optimize the performance appraisal mechanism, so as to enhance the work efficiency of employees.

2. The Methods of Optimizing Administration in the New Era

2.1 Strengthening the service awareness of staff

A good sense of service helps to improve the quality of work. Therefore, we should improve the service awareness of administrative personnel, deepen their service concept, establish the idea of "big service" in the new era, reposition administrative service work, enhance the service awareness and responsibility awareness of staff on the basis of daily work, actively provide better services for enterprise leaders and employees, and do a good job of coordination and communication between departments to improve service. [2] For the letter and visit reception work, we should fully consider the specific situation to optimize and improve the work process, and arrange special personnel to handle letters reasonably meet various demands of employees, eliminate various factors that affect the good development of the enterprise, and lay a good foundation for the orderly development of all work. When providing services, the administrative personnel shall do their best to their own work and adhere to the work principles and work related requirements. At the same time, due to the complexity of administrative work and the large number of people, a perfect service system should be developed to improve work efficiency and quality. When providing services, the administrative department can properly use information technology, understand the real needs of employees on the basis of mastering the real situation of the enterprise, and adopt targeted service programs to help employees carry out their work smoothly and promote the good development of the enterprise.

2.2 Developing a sound administrative management system

The implementation of administrative management will have an impact on the work quality of the entire enterprise. Therefore, the enterprise must establish a perfect administrative management system based on the actual situation, improve the sense of responsibility of the staff from the ideological level, and improve the economic and social benefits of the enterprise from the overall height. At the same time, the administrative department should also do a good job of coordination among various departments, and carry out relevant work according to the documents issued by the superior department under the guidance of good service awareness. For subordinate departments, standardized management should also be carried out to safeguard the legitimate rights and interests of enterprises, so as to avoid increasing economic cost loss. At the same time, we should effectively integrate human, material and financial resources. In addition, it is also necessary to update the previous management model in a timely manner, enhance the scientific rationality and effectiveness of the administrative management system, help administrative personnel define their job responsibilities, set an example, give full play to the exemplary role, better solve various problems in enterprise administration, optimize the administrative management model according to the actual situation of the enterprise, and improve the service quality and efficiency of the

administrative department, giving full play to the functions of departments. [3]

2.3 Improving the comprehensive quality of administrative personnel

To improve the comprehensive quality of administrative personnel, we can start from the following aspects. First, administrative personnel should be required and encouraged to participate in cultural quality education and professional knowledge and skills training activities to improve their professional quality and promote them to meet the actual needs of enterprise administration. Second, strengthen the continuing education of enterprises, help administrative personnel master advanced knowledge and skills, and become outstanding administrative personnel. Third, strengthen the professional ethics education for administrative personnel, improve their professional ethics, enhance their sense of service, dedication and dedication, and establish a good concept of "honor to abide by professional ethics". Fourth, pay more attention to the assessment of enterprise administrative personnel, improve the enthusiasm of administrative personnel through a sound assessment mechanism, and promote their development towards professionalism and high quality. In addition, enterprises can actively introduce high-quality administrative talents, improve salary and treatment, attract more high-quality and experienced administrative talents into enterprises, and improve the overall management level of enterprises.

2.4 Optimizing the construction of evaluation system

In combination with reality, the optimization of administrative management in the new era can not only start from strengthening the service awareness of staff, but also rely on the construction of the optimization evaluation system to improve the efficiency of administrative management in evaluation and supervision. In enterprise administration, the establishment of a sound evaluation system can timely identify the deficiencies in management, and also help managers to build confidence, so as to better help enterprises become bigger and stronger. In addition, in the process of establishing and improving the evaluation system, enterprise managers should first pay attention to performance appraisal. When conducting performance appraisal on employees, they should not only see the completion of the set indicators, but also see the content of the employees' work, and conduct a comprehensive inspection of the employees' work; We should not only pay attention to the quantity of assessment, but also pay attention to the quality of employees' work, using both quantitative and qualitative evaluation methods. Of course, if you want to effectively optimize the evaluation system and encourage employees and managers to work better, you should put an end to the "human" assessment in the assessment, so that the assessment and evaluation are more transparent and fairer.

Conclusion

Under the development background of the new era, the operation and development of enterprises can not only create economic benefits, but also provide important production and services for the society. The enterprise should clarify the importance of optimizing administrative management, take effective strategies in time to optimize the enterprise's administrative management, strengthen communication and exchange between departments, provide assistance for the coordination of enterprise organization, improve the operating efficiency of internal organizations, enhance the enterprise's competitive strength in the market, and promote the sound development of the market economy.

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