OFFICE LOCATION
Office location is the art of establishing an office in a particular geographical area. Factors to be put into consideration include:
1. The office must be near to the manufacturing or sales department.
2. The office must be convenient for customers to access.
3. The office must be close to banks and transport facilities to an office must be good.
4. There must be enough space for both employees and equipment.
5. There must be available labour.

OFFICE LAYOUT
Office layout is the organization and arrangement of equipment, furniture and other space-consuming items within a given area of floor space. Some objectives of a good office layout include:
1. Provide sufficient space and maximise its use.
2. Permit flexibility in layout.
3. Coordinate the utilization of spaces with all environmental factors such as heat, light, colour and noise control.
4. Assure employees, customers, clients and the public of comfort and convenience in the office.
5. To consider the interpersonal communication needs and remove communication block.
Good office environment enhances workers productivity positively, makes the worker happy and increases their morale.

IMPORTANCE OF OFFICE LAYOUT
1. Helps the organization to make maximum use of the available floor space.
2. Brings about improvement in office productivity.
3. Makes supervision easy.
4. Helps organization achieve its goals.
5. Allows workers make better use of machines and equipment.

OFFICE MANAGER
An administrator who executes and implements policies made by top management relating to the department/office.

FUNCTIONS OF OFFICE MANAGER
1. Defines the duties and responsibilities of staff in his/her department.
2. Takes care of the affairs of the department towards achieving organization goals.
3. Motivates his subordinates.
4. Relays and interpret top level management policies to his subordinate.
5. Overseeing the recruitment of new staff including training and induction.
6. Carrying out staff appraisals, managing performance and disciplining staff.

QUALITIES OF AN OFFICE MANAGER
1. Good leadership.
2. Effective communication with other employees.
3. Equal treatment of staff.
4. Must be able to maintain staff discipline.
5. Make prompt and sound judgement.
6. Good with English (verbally and written).
7. Trustworthy and reliable.
8. Friendly and helpful.

FUNCTIONS OF AN OFFICE
The basic functions of an office are centred on information as follows:
1. Receiving Information: An office can receive information from customers requesting for goods or services. This can be through letter of enquiry. Information can also be received within the organisation or its branches through telephone calls or routine directives.

2. Recording Information: The office records the information it receives. Information concerning stock of goods, prices of goods, customers, complaints, workers request etc. Personal records are also kept in the registry.

3. Giving Information: The office sends out information in form of memos, adverts, quotation etc.

4. Safe guarding Information: The office safeguards assets and ensure that vital confidential information is protected from leakage.

5. Processing Information: Refers to rearranging of information in a form required by the organization. It includes collation of data from internal and external sources, making reports, proposal, statement etc from refined data.

6. Storing Information: The office stores all vital information properly so it can be retrieved in the future.

SECTIONS OF AN OFFICE
An office can be divided into various sections based on location, size of staff, nature of work etc. Sections of an office include the following:

1. The Reception: The section of the office that receives visitors, clients or customers that visit or patronise the office on a daily basis. The reception is the first point of contact in any office before going to any department. The reception area is central to the portrayal of the image of your business. First impression lingers for a long time.

2. The General office: Where all staff or workers stay to perform their duties on a daily basis. Also referred to as the main office. It comprises different department, units and sections working together to achieve a common goal.

3. Mail room: It is a unit in an office where all mails and other official documents of an enterprise are received, recorded, dispatched or kept for future references. The mailroom personnel include: supervisor, receiving clerk, dispatch rider etc.

MAIL ROOM DOCUMENTS
a. Receiving book or incoming mail book: It is used to record mails that are coming into the organization. It contains the source of mail, date of postage, date received, the name and signature of officer that received it.

b. Dispatch book: It is used in recording letters going out of the organization by hand. It is to ensure that all outgoing mails were received by the right person.

c. Remittance book: A book used in recording letters with money in cash or cheque. All remittance letters should quickly be forwarded to the cashier who must sign the remittance book.


4. Registry: It is a room where files or official documents are kept and maintained for record and reference purposes. It is under the Administrative department.

FUNCTIONS OF REGISTRY
1. It distributes files to different offices/departments.
2. It keeps documents in files for security purposes.
3. Responsible for opening and recording of movement of files and closing of files where necessary.
4. Documentation of newly posted staff/employees.
5. Putting away of files and retrieval of files.

**TYPES OF REGISTRY**

1. Centralized Registry: This is where all files are kept and maintained in one office that serves all the departments. Centralized registry is further classified into open and secret registry.
   a. Open Registry: It is open to every staff. The documents are general, open and can be retrieved by any staff of the organization e.g personal files, circulars etc.
   b. Secret/Confidential Registry: A separate room where secret documents are kept. It is out of bound to any non secret registry staff. Documents kept here are disciplinary files, queries, policy documents, appointments, promotion etc.

Advantages of Centralized Registry
1. Work is efficiently controlled.
2. Better use of equipment.
3. Procedure of doing work is uniform.
4. Existence of experts.

Disadvantages of Centralized Registry
1. Misplacement of files.
2. May lead to staff frustration due to rigid control measures.
3. Staff may not be able to gain experience due to repetitive job.

2. Decentralized Registry: This is where an organization has more than one registry i.e each department has its own.

Advantages of Decentralized Registry
1. Best method of work is adopted for each department.
2. Files/documents can easily be retrieved.
3. Little or no rigid control and frustration is experienced.
4. Opportunity to gain new experience because staff duties are varied.

Disadvantages of Decentralized Registry
1. Expensive equipment may be used.
2. Leads to additional cost.
3. No uniformity in work experience.

5. Store: It is a place where all the equipment, stock, materials etc used in an organization are kept. The person in charge of the store is called the store keeper or store manager.