

AN ORGANIZATIONAL CHART

An organizational chart is a graphic or Diagrammatic representation of the structure of an organization. It is also a showing the process of dividing work into convenient duties or group in form of posts. An organizational charts is a pointer of responsibility, accountability and communication line of an organization. Responsibility is assigned and authority delegated to each position.

Qualified personnel like Administrative manager, Accountant, Engineer and Company secretary appointed to head various departments. It shows clearly authority from the topmost management level down to the lowest level.

TYPES OF AN ORGANIZATIONAL CHART.

We have the following as types of an organizational chart:

Horizontal, vertical and circular chart.

This means the responsibility, accountability and communication movement of a company can be drawn Vertically, Horizontally or in a Circular form.

In horizontal chart; information flows from left hand to the right hand. While in Vertical, information flows from top to the bottom.

Finally; in Circular chart, information flows in a spherical ways.

OFFICE LOCATION

Office location is the establishment of an office in a suitable location that will guarantee the least cost of production and distribution of products or services. It may be located in towns or cities depending on the benefits of such location to business enterprise

FACTORS THAT AFFECTS THE LOCATION OF AN OFFICE:

- a. Labour availability:

Office should be located where there's enough supply of labour required by the firm.

- b. Cost implications:

Office should be located in a place that offer lowest cost of production and distribution of goods and services.

c. Expansion possibility:

Office should be sited in a place where suitable for future expansion because of increase business activities.

d. Neatness: office building must neither located in a dirty environment or nor air polluted area.

OFFICE PLANNING

It is the analysis and forecast of a firm's operation, personnel, materials and facilities requirements. In other words, office planning is the determination of the number of staff required their scope of operations.

BENEFITS OF OFFICE PLANNING

1. It creates comfortable and conducive working environment
2. It boost the moral of staff
3. It facilitates the flow of work
4. Much work is done at a reduced time and cost.

OFFICE LAYOUT

It is the determination and arrangement of human and materials resources based on the available of space floor in the office

FACTORS TO BE CONSIDERED IN OFFICE LAYOUT:

- a. Flow of work should be continuous and on straight line
- b. Space allowances should be adequate for easy flow of movement and work
- c. Related departments that have close functions should be sited near each other.

OFFICE SPACE

Office space is the physical area that is used for office operations.

Office space are divided into two:

A. The commercial office space

B. Serviced office space.