

DEPARTMENTS IN AN ORGANIZATION

Every Organization is divided into different departments with different functions in order to achieve the aims and objectives of the organization.

The common departments in many organizations are as follows:

(A) ADMINISTRATIVE DEPARTMENT:

It is the department that coordinates all other departments in an organization. They oversees general duties and approve other departmental request

FUNCTIONS OF ADMIN. DEPARTMENT

1. Collecting, distributing and dispatching the mails
2. Making arrangements for visitors
3. Making travel arrangement
4. Researching information
5. Sending and receiving messages by telephone, fax and E-mail
6. Organizing meeting and preparing meeting documents

(B). FINANCE/ ACCOUNTS DEPARTMENT:

It is the department that deals with all financial transactions of the organization. E.g. collecting money from debtors and paying creditors. It is usually headed by Chief Accountant or Director of finance

FUNCTIONS OF F/ACCOUNTS DEPT.

1. Book – keeping procedures
2. Preparing final Account
3. Preparation of the statutory Accounts each year
4. Issuing regular budget reports to all departments manager
5. Providing management information

(C). HUMAN RESOURCES DEPARTMENT:

It is the department in charge of recruiting, training, promoting and dismissal of employees in an organization. It is also take cares of all staff matters and headed by human resources manager.

FUNCTIONS OF HUMAN RESOURCES DEPARTMENT

1. Advertising job vacancies, notify staff of promotions opportunities.
2. Receiving and recording all job applications, arranging interviews and notifying candidates of the results
3. Monitoring the items and condition of employment including wage rates
4. Keeping records of grievances and disciplinary actions and their outcome

(D). MARKETING DEPARTMENT:

It is the department responsible for selling the products of the organization. It is usually divided into section such as sales, research and promotions.

FUNCTIONS OF MARKETING DEPARTMENT

1. Organizing sales promotion
2. Responding to customers' enquiry
3. Providing technical advice
4. Keeping customers records up to date

(E). PRODUCTION DEPARTMENT:

It is the department that is responsible for actual changing of raw materials into finished goods. The production manager must ensure that raw materials are provided and be utilized.

FUNCTIONS OF PRODUCTION DEPARTMENT

1. Monitor the stock level of raw materials
2. Maintain factory machines and makes recommendation for repairs
3. Supervises the factory workers to ensure right quality of products used at a right time

(F). TRANSPORT DEPARTMENT:

It is the department that handles all official transportation in and out of an organization.

FUNCTIONS OF TRANSPORT DEPARTMENT

1. Transport finished goods into warehouse
2. Maintain all official vehicles
3. Arranges transportation of raw materials into the organization

(G). LEGAL DEPARTMENT:

This is the department that handles all legal matters that concerns the organization

FUNCTIONS OF LEGAL DEPARTMENT

1. Represents the organization at law court on all court cases
2. Provides legal services and advice to the organization
3. Prepares legal reports as required from time to time.