

Administrative role of management

[Business](#), [Management](#)



Managers are often tasked to lead segments of the organization. In certain cases, the manager serves as the overall leader of the organization. Usually, managers are tasked to take on certain administrative functions.

The administrative role of managers usually refers to functions that will contribute to the best way by which the organization may be organized from an overall perspective. Such functions may include monitoring the other functions in the institution as well as coordination with other members of the organization.

These are done in order to ensure that all tasks are directed towards achieving the goals of the organization. Administrative functions of managers make them more hands on. They are required to participate more in order to ensure that all actions taken are for the success of the organization.

In the case of Far Horizon, there are three administrative issues that need to be addressed.

Issue 1: Hiring

Phase 3 of Far Horizon's plan involves the opening and full-operation of the convention center. This requires the manager of the organization to recruit people suitable of the position. Various job openings will be created by the convention center.

The manager must ensure that the right and best people are placed in positions where they are most suited for and where they can perform their duties successfully.

Issue 2: Monitoring of Management Teams

As stated in Far Horizon's business plan, its management team is composed of only 3 members. Such team is composed of the owner, the bar and restaurant manager, as well as a consultant who has been hired to give advice on certain issues pertaining to the different aspects of the firm's management.

There is no clear outline of which manager is in charge of what area. It was stated in the business plan that operations, marketing, and finance management teams have already been established. However, it is quite evident that the 3 members of Far Horizon's management team have not divided the leadership of such areas among themselves.

This may lead to a case wherein no one among the three members can properly monitor the actions of the said management teams. Without proper monitoring by the heads of the management, the actions of the management teams may not be inline with the goals of the company.

Issue 3: Delegation of Tasks

With the expansion of Far Horizon's services, more tasks are required out of the current employees as well as those that are to be hired. Because of this, the managers must ensure that all tasks, duties, and responsibilities are covered and assigned.

This requires proper delegation to personnel suited for the task. Moreover, it must be ensured that when an employee is assigned certain tasks, that employee is fully capable of fulfilling the said assignments. Too many assignments may cause the employee to give a sub-par performance while too little tasks will mean that the said employee is under-utilized.

Basically, the management must ensure that an adequate number of tasks are assigned to each employee in such a way that his services are maximized.

Organizational Role of Management

The organization role of management basically refers to the function of managers wherein they design the organization in such a way that the whole organization is properly directed towards the achievement of the common goals of the organization.

Managers need to be able to define the key areas of the organization and strategy by which these key areas will supplement each other in order to achieve the objectives of the whole organization. Various activities are related to the organizational role of managers. In the case of Far Horizon, there are a number of issues that the management needs to address in order to successfully lead the organization.

Issue 1: Structure

The design of the organizational structure is one of the key activities of the management. Since Far Horizon provides various services to its customers and it has plans to expand its range of services, the management must consider a structure that will allow its personnel to attend to the key activities of the organization.

Moreover, Far Horizon must be structured in such a way that it leaves room for expansion. This means that the structure must be flexible and dynamic because Far Horizon has yet to establish itself fully.

Issue 2: Organizational Development

Organizational development refers to, " Organizational development is an effort, planned, organization-wide, and managed from the top, to increase organization effectiveness and health through planned interventions in the organization's processes, using behavioral-science knowledge." (Beckhard, 1969)

This is one of the key organizational functions of managers. The management must continuously seek out strategies by which the effectiveness of all areas of Far Horizon may be maintained and improved continuously. This must be done so that the company will remain competitive from a long-term perspective.

Issue 3: Technology

Technology is constantly changing. The managers of Far Horizon must ensure that they employ the latest technology not just in the services offered to their clients but within the organization as well. Moreover, they must determine where technology will be most useful within the organizations. The use of technology can make organizational process simpler. Inevitably, it can help the managers lead and take control of Far Horizon better.

Reference:

Beckhard, R. (1969). Organizational Development: Strategies and Models. Addison-Wesley.