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Office management is a profession involving the design, implementation, evaluation, and maintenance of the process of work within an office or other organization, in order to sustain and improve efficiency and productivity. Office management is thus a part of the overall administration of business and since the elements of management are forecasting and planning, organising, command, control and coordination, the office is a part of the total management function.

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Focus on Culture and Company Mission. One of the primary functions of an office is to exhibit the main qualities of the company culture. For a modern office, it means ensuring all employees, from the CEO to the temp, are well versed in the company mission and vision and embody the core values the business holds dear.

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