

Outsourced Administrative Services, How Helpful Can It Be?

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Every organization has an [administrative department](#) as it is very important for the efficiency of the organization. An organization without a functional or a proper administrative department would have problems in at least one or all of the following office functions:

- Human resources: This is the management of human resources so as to maximize the staff performance to yield higher productivity.
 - Management systems: This is the blueprint of the organization. It has to do with processes, procedures, and policies employed by the organization to ensure that the tasks required in fulfilling its objectives are efficiently carried out.
 - Communication: Basically, communication has to do with imparting and end exchange of information. The employees are informed of what they should know, the tasks to carry out, how to carry them out, where, and when. The admin department is also responsible for reminding the employees of necessary issues and setting up dates.
 - Pay roll: A company's list of employees and records of their salaries, wedges, withheld taxes, and bonuses.
- Acquisition: This is a part of a company's growth strategy. Under this point, the admin department is saddled with the responsibility of how best to acquire properties for the growth of the company.

These functions are important if the organization must achieve its goal.

OUTSOURCING ADMINISTRATIVE FUNCTIONS

For an organization that want to keep up with trends, there comes a time when there would be need to outsource administrative tasks. The in-house admin officers might be doing good jobs but there is so much to gain from [outsourcing admin tasks](#) every now and then. While the in-house employees are thinking "the organization and admin tasks", the external admin agents are like "the organization, other organizations, admin functions, and latest trends".

Let us analyze those thoughts

IN-HOUSE ADMIN OFFICERS

[In-house admin officers](#)' thoughts are narrowed down to just two; the organization and admin tasks. They focus all of their admin know-how and skills on the organization, and they gear all that towards the success of the organization; which is very good for the organization, but one sided. They are doing their best but there are cases where their best would not be of great help to the organization, thus the need to outsource admin tasks. There might also be the case of excessive work load expected to be completed within a particular time limit. This is also a good time to outsource admin tasks.

EXTERNAL ADMIN OFFICER:

These guys are very versatile. Their aim, whenever they take a job with an organization is to produce the best result ever by

- Getting to know the organization to a very reasonable extent so as to decisively state what is good for the organization.
- Carrying out their tasks professionally without interfering with other activities of the organization.
- Employing the skills they have acquired from working for other organizations. These experiences make them resourceful in carrying out admin tasks in any organization.

- Constantly getting training's to update their knowledge and skills so as to be the best at what they do; thereby setting trends in their field as admin officers.

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