

UDC 338

## THE EFFECT OF MODERN OFFICE TECHNOLOGY ON MANAGEMENT PERFORMANCE

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It is clear to all, especially with the beginning of a new era in business management, the increasing use of modern office technology and its impact on the performance of executive management functions. And the role of technology in improving the performance of the job through the completion of work quickly and accurately and at a lower cost, as well as show the return of training employees to use the technology and its impact on performance and identify the quality of software used to manage E-offices and networks and their impact on the improvement and development of performance, as well as drawing attention to the importance of keeping abreast of modern developments and modernization of office work using modern hardware and software. The problem of the study was to know what is the relationship between the use of office technology and the performance of administrative work? To address the problem, we will assume that there is a relationship between the use of modern hardware and software and the performance of executive management. There is also a relationship between the use of electronic networks (Internet – intranet) and the performance of administrative work.

The most important results were as follows:

- The use of smart phones in office administrative work reduces the effort in the process of communication and speed in the transfer of data and information.
- The use of multi-tasking printers (printing, photography, scanning, fax) in the office business helps to speed up the completion of work and the provision of office space.
- Work on internal networks to do most of the activities through the computer, and from the office, faster and shorter, without the need to move from one office to another. Helping to devote human effort to work, thus improving performance.

In the end it has to be

- Adoption of modern training programs based on the scientific approach and measuring and follow-up training results and its impact on the activities of the executive secretarial.
- The need to provide modern devices and programs that contribute to the completion of work and save time and effort.
- The adoption of internal electronic correspondence instead of paper through the Internet, which contributes significantly to the speed of completion of tasks and reduce financial expenses.

### References

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