

## Transformation of Office Meaning and Function due to Globalization, and its Impact to the Modern Office Management

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### Abstract

The great dictionary of Indonesian language states that “office is a place or building to work and handling jobs”. Similarly, many scholars describe office as a place to manage administration. Globalization creates some opportunities to excel, at the same time comes up with serious challenges in terms of office management. On one hand, companies in developed nations are ready to adjust with main stream globalization issues such as green office, paperless system and international standardization to foster business across border accordingly. On the other hand, not all companies in the developing country are aware with those issues.

Meanwhile, as a consequence of rapid competition in business, firstly employees’ working hour becomes longer than before, they spend more and more time doing duties at the office, including weekend. In Indonesian banking industries for instance, employees often have to stay late doing office works. In regard to the fact, their management responds with providing some extra equipments and tools to help employees feel at home. It includes preparing special program for relaxing. Secondly, although the usage of paper increases, many companies try to create their green office by office automation system.

This paper aims to investigate the respond of Indonesian based companies toward transformation of office meaning and function. To what extent it has contribute to the globalization through shifting of office works and the usage of automation tools.

**Keywords: Office Meaning, Globalization, Modern Office Management, paperless system, green office**