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Administrative Management System as a Basis for the Effective Functioning of the Enterprise

At the present stage of economic development in order to have a company working as a mechanism that is exposed to the CEO influence, it is necessary to set a certain level of effectiveness of the management system. This requires establishing a system of administrative management, then implementing it, rectifying the document flow and, finally, forcing to work accurately and efficiently. All large, medium and small companies in Europe, Asia and overseas (Toyota, Ford, Samsung, Coca-Cola, and McDonalds) use Administrative Management System (AMS). AMS provides an opportunity to solve the problems of management and motivation of personnel in the company, which in turn improves the quality indicators of work, performance discipline and productivity in each workplace as well as contributes to the elimination of losses and shortages, significant cost reduction, rhythmic work of the whole organization. Reliance on modern administrative management system allows companies to confidently compete in the domestic and overseas markets. In other words, AMS is initially focused on qualitative solving of two major management challenges: the rational organization of work at each workplace and motivation of each employee to productive and quality work.

Therefore, a complete AMS consists of two subsystems: - organizational subsystem of management (answering the questions of who, what, when and how need to operate in the organization for effective implementation of goals and objectives); - subsystem of administrative personnel management (answering the questions of how to work, how employees should build relationships with managers and colleagues, how work should be stimulated and paid, and in which way directors are supposed to manage their staff).

Administrative Management System is a basic system of organizational process, and all the modern innovations in management are a 'superset' on that basis, namely lean production; ERP-systems (Enterprise Resource Planning); certification of management systems by ISO standards (International Organization for Standardization), series 9000; process approach; modernization of production. If a company makes attempts to use these methods, and the expected results have not been received, it indicates the absence of modern administrative system. Implementation of this system will change the situation and as a consequence the company will work effectively.

To sum up, the Administrative Management System is an essential innovation for enterprises in Ukraine. All the various problems faced by the organization, cannot be solved without modern professional administrative system. It opens the way for organizations to improve the quality and productivity, to significantly increase competitiveness. Moreover, it will allow using other systems, such as lean production, ERP-systems, ISO 9000, the process approach and modernization of production.