

# Discussion on Information Management and Enterprise Secretary Work

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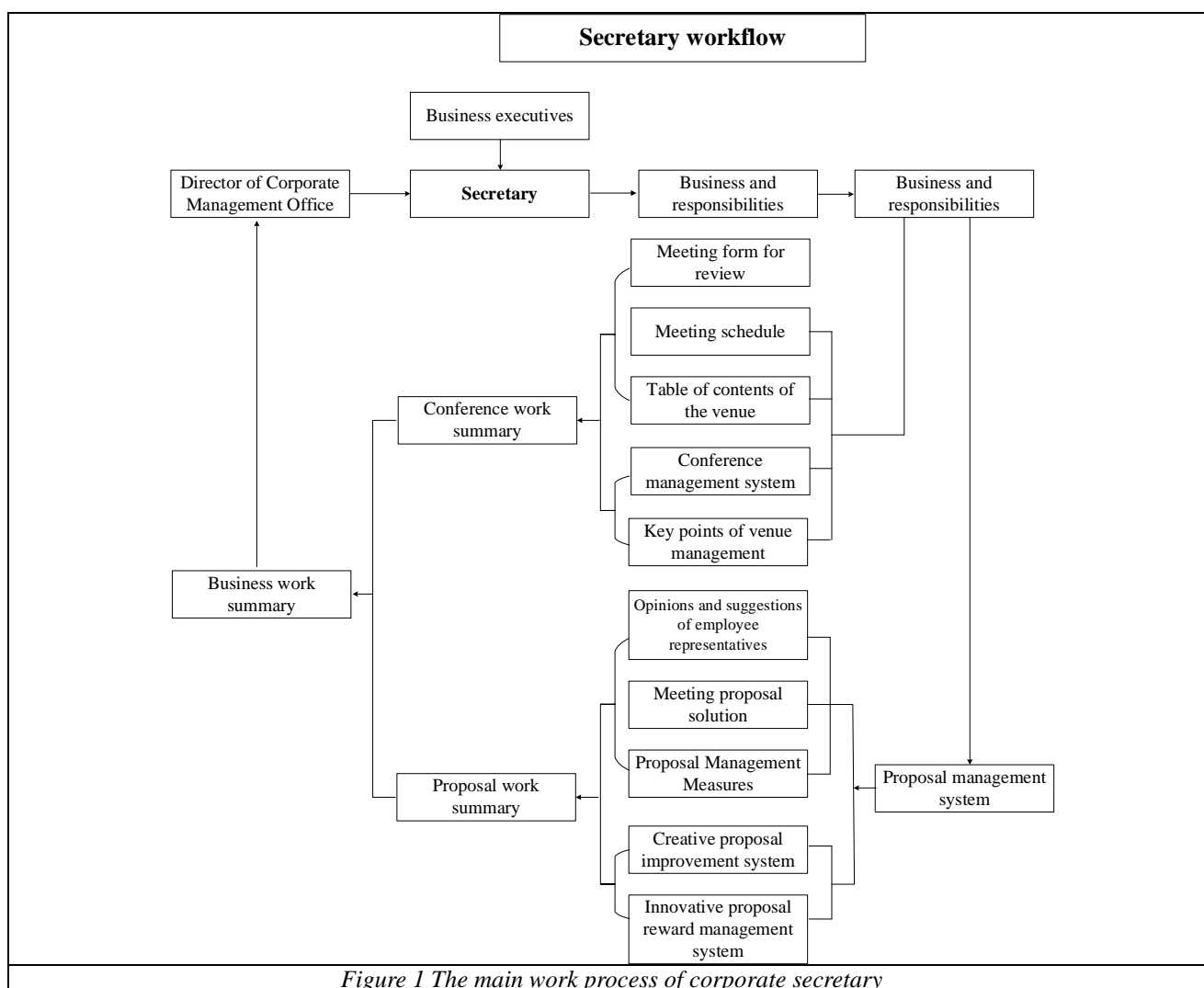
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**ABSTRACT.** With the rapid development of China's economy, the role of secretary in state-owned institutions, enterprises, companies and other units has become increasingly prominent. Its business direction mainly involves administration, business, management, etc., and the requirements for secretary's professional level and skills are also quite different. At present, there are many problems in the secretarial work of enterprises, such as various nature and lack of training. This paper discusses the Secretary and information management of enterprises from the aspects of literature analysis, comparative analysis and case analysis, and analyzes the significance of secretaries in enterprise work and information management. With the comprehensive and rapid development of information technology, in the process of enterprise secretarial work, we should actively comply with the development requirements of the information age, comprehensively promote the innovation and reform of secretarial work, better improve the overall effectiveness and quality of enterprise management, and comprehensively optimize the development competitiveness of enterprises.

**KEYWORDS:** Information management, Enterprise, Secretarial work

## 1. Introduction

With the development of China's market economy, information socialization has brought opportunities to the development of enterprise secretarial work. Modern electronic tools such as computers and networks have a profound impact on the office of enterprise secretaries. In order to better improve their own development effectiveness and constantly optimize their development competitiveness, enterprises must pay attention to the scientific development of secretarial work, and must actively use information technology to innovate and optimize secretarial work, so as to better improve the overall quality of secretarial work. In the information age, the comprehensive and rapid development of information technology has set up a broad bridge for secretarial work. Enterprises must pay attention to the scientific development of secretarial work, rely on diversified management methods and operation means, take multiple measures to improve the overall effectiveness of secretarial work, and comprehensively promote the healthy and sustainable development of enterprises.



## 2. The Main Characteristics of Secretary Work in Enterprises

The so-called Secretary refers to the assistant of the organization or the supervisor, whose task is to provide auxiliary work and comprehensive services within the scope of authorized functions and powers, and be able to use office tools and equipment to engage in administrative tasks formulated by the organization and the supervisor. Secretary, in fact, is not a novel occupation, in a long time ago, the role of secretary has been highlighted. With the rapid and comprehensive development of social economy, with the expansion of enterprise development structure and system, the functions and functions of secretaries have been fully and comprehensively reflected. In the information age, enterprise secretary work has emerged with new characteristics. In order to better improve the operation and development effect of enterprises, it is necessary to do a good job of secretary work, accurately and comprehensively grasp the actual characteristics of enterprise secretary work, and comprehensively improve the internal management effectiveness of enterprises.

First, in the information age, enterprise secretaries should have a good ability to collect and integrate enterprise operation information, and can accurately evaluate the operation, which can help enterprise managers make better decisions. In the process of comprehensive and rapid development of information technology, all aspects of enterprise operation and development and business work will be applied to information technology, and a large amount of information data will also be generated. As an enterprise secretary, we must pay attention to these information and data, and actively use them to serve the sustained and rapid development of enterprises. For most business leaders, they may not pay much attention to the process, but pay more attention to the results. Then the "process" may be completed by the secretary. Therefore, in addition to the basic office operation and processing ability, the secretary must also have a strong ability of information analysis and integration, and then better serve the decision-making and management of leaders.

Second, in the information age, enterprise secretaries should also have efficient information collection and

preprocessing. For enterprise secretaries, in their daily work practice, they are often the most able to access the large and small documents and materials of the enterprise, and also need to deal with complex enterprise information. In order to better improve work efficiency and facilitate the overall grasp of enterprise operation and development, it is necessary for enterprise secretary to comprehensively strengthen information integration and preprocessing based on information and information management system, so as to accurately and effectively grasp the industry development status and market competition faced by enterprises, so as to ensure the scientific and sustainable development of later work.

Third, a strong ability to upload and release. In the process of enterprise operation and management, the Secretary can be the microphone and loudspeaker of enterprise managers, and undertake the important mission of uploading. In the traditional stage, in the practice of secretarial work, when the manager gives instructions, the Secretary may need to circulate between different departments to communicate and negotiate. However, in the information age, relying on the efficient and interactive information management system and information processing technology, the Secretary only needs to use various office software or management system to realize the efficient transmission of instructions. Of course, this mode of work may put forward higher requirements for the Secretary's information operation literacy. As an enterprise secretary, we must comply with the development trend of the times, accurately grasp the characteristics of information management, and constantly improve and optimize their own information literacy and information processing ability.

### **3. The Application of Information Management in Enterprise Secretary Work**

In the practice of enterprise operation and development, enterprise secretary plays a very important role. In order to better improve the operation and management level of enterprises, and constantly optimize the overall development effect of enterprises, enterprises should fully and comprehensively do a good job in secretarial work. With the rapid development of information technology, it is necessary to fully grasp the characteristics of the era of information management, actively apply information management to enterprise secretary work, and better improve the overall effectiveness and quality of secretary work.

#### **3.1 Based on Their Own Work, Optimize Work Ability**

In the practice of enterprise development, Secretary plays an important role and mission. In order to better improve the overall quality of secretarial work, and constantly optimize the Secretary's work ability, we should fully and comprehensively guide them to do their own work well, and constantly optimize and improve their own work ability.

On the one hand, in the era of information management, the Secretary in the process of work practice, should be fully integrated with their own work to continue innovation and development. In particular, it is necessary to optimize their work efficiency with the help of information technology. Generally speaking, the Secretary's main work can be divided into the following aspects: first, routine work. This kind of work does not need the supervisor's instruction, belongs to the Secretary daily post scope matter. In the process of dealing with daily affairs, the secretary should have certain document information processing ability, and be able to flexibly use conventional office software such as word, Excel, PPT, etc., so as to improve their work efficiency as a whole. Second, assigned work. It mainly refers to the matters assigned by the superior temporarily. Most of these jobs are time-consuming, demanding, no routine to follow and strong comprehensiveness. They require the Secretary to clarify the intention of the boss, clarify the procedural requirements and time limit of the work, and can well distinguish the primary and secondary, make overall plans, make reasonable arrangements, and complete them accurately and efficiently. When the Secretary completes the tasks assigned by the superior, he needs to summarize and report with the help of information management technology at the first time. For example, write work summary or work experience to help the boss better analysis and decision-making. Of course, in the completion stage of the assigned work, the Secretary also needs to actively maintain good communication and communication with the boss to ensure that the boss can make clear the Secretary's work progress. Third, creative work. It refers to the Secretary using creative initiative and positive and flexible working attitude and method to help the superior, according to the company's plans and management of some predictable characteristics, actively tap the potential, preemptive do some work. Under the background of information management era, in the process of engaging in creative work, secretaries can use information technology to continuously optimize and improve their own work effect. Relying on big data technology and various office software, the Secretary can scientifically and comprehensively promote the sustainable and healthy development of innovative work.

On the other hand, in the era of information management, corporate secretaries should have a solid learning ability, should fully grasp and recognize their own shortcomings and shortcomings, and should recognize the disconnect between their current literacy and the sustainable development of the company. Then clarify the direction of learning and improvement, actively participate in various centralized training and independent learning, and comprehensively strengthen and improve their own information literacy and work ability. The requirements of information management

mode for enterprise secretaries are quite diversified. In the process of recruiting secretaries, enterprises should appropriately raise the threshold, so as to recruit high-quality talents urgently needed by enterprise development. Of course, as an enterprise secretary, we should constantly improve and strengthen our own ability construction in specific work posts, and optimize our own work effectiveness scientifically and diversely. For example, the enterprise secretary should actively participate in various kinds of training work of the enterprise. At the same time, the enterprise secretary should also actively use the Internet and mobile Internet to carry out self-learning, actively use their spare time to cultivate and improve their own work ability and work quality, so as to better deal with the work of the enterprise. For example, in the process of continuous and rapid development of cloud technology such as cloud classroom and cloud office, more and more enterprises begin to pay attention to the use of cloud technology to carry out video conference, remote conference and so on. Therefore, as an enterprise secretary, we must pay attention to the characteristics of the development of the times, actively combine the new content and new direction of secretary work in the new period, constantly optimize their own capacity building in this respect, and be able to flexibly use different cloud office software to better meet the actual needs of enterprise daily management and business work.

### ***3.2 Clarify the Nature of Secretary Work and Improve Information Security Literacy***

In the context of information management, in-depth and effective improvement of the overall quality of enterprise secretary work, and constantly optimize the overall service level of enterprise secretary, we should fully guide the enterprise secretary to clarify the nature of their work, and effectively improve their overall service ability. As an enterprise secretary, we should fully and comprehensively clarify the nature of secretary work under information management, and take information management as the main task of secretary work. The work nature of enterprise secretary mainly includes service, subordination and politics. In order to better improve the overall effectiveness of enterprise secretary work and scientifically optimize the overall level of enterprise secretary, we must guide the enterprise secretary to fully and comprehensively clarify the nature of their work, and then better improve their service effectiveness. For example, enterprise secretary should rely on information technology to better optimize their own service ability, this service is not only for the boss, but also suitable for the majority of employees. For example, when publicizing and distributing documents, the secretary needs to draw up timely with the help of office software. After reporting to the superior for approval, the secretary should publicize and distribute the documents through the enterprise's special office software, and guide the heads of departments at all levels involved to sign and approve the documents, so as to ensure that the spirit of the documents can be truly implemented. At the same time, secretarial work also has the characteristics of subordination. In the process of information management, the secretary should have strong innovation ability and creative spirit in the work practice. It is also necessary for the boss to transfer his will clearly and fully. Of course, the Secretary's subordination is not unconditional, but the secretary is obliged to remind the superior when he or she has made mistakes. In addition, the nature of secretarial work also includes political nature. For enterprises, the "political nature" of secretary work is mainly reflected in professional ethics. In the era of information management, the Secretary can comprehensively analyze and grasp the overall development situation of the enterprise through information technology, and can also clarify the outstanding difficulties and market competition conditions in the development of enterprises. It can be said that the secretary is a person who has a relatively good understanding of the company's business and business situation. In practice, a secretary must have strong professional ethics and must be loyal to his own enterprise. He must not leak out the core information of the enterprise or sell it to competitors for personal gain.

### ***3.3 Improve Innovation Ability and Literacy, and Promote the Healthy Development of Enterprises***

To realize the combination of information management and enterprise secretary work, we should improve and optimize the innovation ability and quality of enterprise secretary in an all-round way, and promote the healthy and sustainable development of enterprises. On the one hand, in the process of practice, enterprise secretary should have strong innovation ability. In the information age, enterprises will produce a large amount of information data every day. If the Secretary copies the information data comprehensively and then submits it to the superior for audit and check, it is not conducive to the sustainable development of the enterprise. Therefore, the Secretary of an enterprise should effectively improve his own innovation ability, actively integrate key information, and better carry out information decision-making. On the other hand, enterprise secretaries should also strengthen the efficient circulation and rapid turnover of information and data among various departments, and constantly optimize the internal development effect and communication efficiency of enterprises.

## **4. Conclusion**

The secretary is an important part of the sustainable development of enterprises and the main participants in the operation and development of enterprises. In order to better improve the quality of business development of enterprises,

and optimize and enhance the competitiveness of enterprises in an all-round way, it is necessary to fully and comprehensively clarify the work characteristics of enterprise secretaries in the era of information management, take multiple measures to optimize and improve the overall quality and effectiveness of enterprise secretary work, and comprehensively promote the healthy and sustainable development of enterprises.

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