

# CONTROL OF THE ADMINISTRATIVE FUNCTIONS APPLIED IN A COMPANY

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**Abstract: -**

*Companies have been a fundamental part for the economic growth of many places, but as these companies can become efficient and profitable before the great market competition that is had in these times, this is due to the administration with which it is counted, the managers of the companies play an important role for the development and growth of the companies, since they are the ones who are responsible for delegating each of the activities when carrying out in this same, as well as the decision making that best suits the company to have its own benefits. This is where the administrative functions come in which seek to improve the performance of activities either in the short or long term. In this research it will be briefly described how this type of functions helps managers to be able to generate more confidence in their staff, to have a better performance in their activities but above all to how to generate greater profitability within the company.*

**Keywords: -** *administration, business, administrative functions, objectives.*

## INTRODUCTION

Companies have been developing with the passage of time have become a fundamental part for the development of society but above all of the economy, having a company implies different challenges since creating a successful and well-founded company is not an easy task, you have to work with patience and apply the necessary methods so that it can grow in an efficient way but above all that it can be profitable since companies are created to generate income either for one or more people who make it up, so that a company can achieve its established objectives and can be profitable, it must consider short and long-term results to know if they are being effective enough in carrying out their activities, in order to obtain good or better results managers can develop different methods which are applied to improve the functionality of the company. companies apply different functions to be able to operate and be profitable, but there are functions that help companies to meet their results in the long and short term, which were established by Henry Fayol who called them administrative functions which will be talked about in this research where they will describe how these functions help companies to be efficient and can generate benefits to meet each one of its established objectives and thus be able to have better results generating a better organization for the company as well as improving its profitability.

## METHOD

The realization of this research was carried out with the help of various investigations of studies carried out on this topic by various authors with which it was sought to be able to have information that supported everything that was described in this article, a descriptive method was used which Abreu (2014) mentions. That this method seeks an initial knowledge of the reality that occurs from the direct observation of the researcher and the knowledge obtained by reading or studying the information provided by other authors. Thanks to this, it was briefly described how administrative functions help to improve the performance of companies and the importance of the administrator for the realization of this same. In the same way it was applied in conjunction with the qualitative method described by Pita & Pértegas (2002). as this method tries to identify the deep nature of realities, their system of relationships, their dynamic structure. Since when the research is carried out in a descriptive way, it was sought to facilitate the understanding of the information for the various researchers interested in this topic.

## BUSINESS ADMINISTRATION

The company is an entity created to generate its own profits, the creation of a company is to generate own resources through the distribution or creation of a product that can satisfy some of the various needs of society, just as they are created to provide certain types of services either for society or even for other companies. Thompson (2006). It tells us that the company is a social organization that carries out a set of activities and uses a wide variety of resources to achieve certain objectives, such as the satisfaction of a need or desire of its target market in order to profit or not. Regarding this Jimenez (2015). He believes that the company has been acquiring greater capacity to become a true engine of social change, since its actions significantly affect the whole community and its environment. It has gone from a relationship between company and basically economic society, in which the tasks of the former with respect to the community were summarized in the production of goods and services as a support to generate employment and contribute to economic growth. Reynoso (2014). He mentions that the word "enterprise", understood as an achievement, in its beginnings was seen as the natural space in which the relations of production of an economic system based on mass production and private appropriation developed. Many of the people who created a company did it with the aim of obtaining benefits behind it, and companies are a fundamental part of the economic growth of the place where they are since, by generating jobs, it provides a little help for society, which with the help of companies can meet and meet the needs of society. Having a company implies having a good administration over it where you can take efficient control of the operations carried out within it, to improve its productivity, but above all to obtain the results that were established. Regarding this (2007) it is mentioned that the importance of administration is seen in the fact that it imparts effectiveness to human efforts. It helps to get better personnel, equipment, materials, money and human relationships. It stays ahead of changing conditions and provides foresight and creativity. Improvement is their constant watchword.

## ADMINISTRATIVE FUNCTIONS

In the administrative functions, different activities are applied that the administrators use to obtain better results, as well as to achieve it in the short and long term, the companies that efficiently use this type of functions improve their performance and with it their profitability becoming a stable and growing organization. For Barrezueta (2020). Administrative functions are important because they provide an objective set of rules by which an organization is governed. They also help establish the legitimacy of the administration's action by ensuring that the application of management rules and decisions is done objectively, fairly and consistently. Finally, they help ensure that managers are accountable for decisions that deviate from procedures. The functions of the companies must have an administrative process which must have the necessary characteristics for the due fulfillment of the activities in the company to improve its management in them. Gonzalez et.al. (2020). Believes that the administrative function is the set of activities that is carried out to direct an organization, through the conduct of a set of tasks, resources and efforts, its ability to coordinate and direct the actions and the different activities that are developed within the company. Having an efficient control within the company helps it to improve its performance and can carry out its activities in a more effective way for its own benefit and to be able to continue growing and developing in the business field. the administrative functions are divided into 5 segments which help in different areas of the company for a better functioning of this, which are, planning, organization, direction, coordination, and control. As a first point we have:

1. **Planning:** in this the administrators must make both short and long-term plans for the fulfillment of the activities they develop within the company, since having a good planning will be able to obtain the desired results. Borda (2000). He mentions that planning is deciding in advance what should be done, how to do it, where and who will do it. The planning the bridge that goes from the place where we are to the place where we want to reach in a desired future.
2. **Organization:** this is one of the most fundamental parts for the realization of the activities has developed in the company, because in it the staff must be organized depending on the area that the company has and where it is ensured that the staff is trained and can develop the assigned work. Here the tasks that each one will perform are indicated, as well as the tools that will be used to carry out this one.
3. **Management:** managers have the task of supervising the different activities carried out in the company, seeing that all the established objectives are met, but above all to guide their staff so that they can improve their productivity and encourage them to improve their performance. Regarding this Espinoza & Espinoza (2016). they tell us that delegating responsibilities is an activity inherent in the position of management, where many of the results are achieved by directing people. Delegating involves giving a vote of confidence to others, transferring authority and decision-making power.
4. **Coordination:** this is one of the biggest challenges that the administration has because it must make the organization work effectively like a perfect Swiss watch, with which it must seek that all departments carry out their activities and thus be able to meet each of the objectives established jointly and thus manage to improve their effectiveness, but above all improve its profitability.
5. **Control:** administrators must always be aware of the activities carried out within the organization are being done correctly, but above all in a timely manner. Bendezú (2021). He believes that in this phase it is applied to evaluate the rules of execution and planning of the companies, it is suggested and is necessarily to inform all the personnel of the company that are responsible for their areas about the results that there are with respect to the control.

Each of the segments mentioned above are a fundamental part for the development of the administrative functions that every company must apply for a better functioning and to be able to have an efficient as well as profitable organization, applying this type of functions guarantees that the company will perform its work safely and efficiently, thus demonstrating that the administrators could improve the activities carried out in the company thus improving its profitability.

### EFFICIENCY OF ADMINISTRATIVE FUNCTIONS

In the business world, the evolution of organizations, the globalization of markets leads to an increase in the volume of operations, delegation of functions, which has meant that companies are oriented to establish organizational plans and a set of methods and procedures that ensure their protection. (Martínez et.al. 2021). The business sector has had to adapt to the new challenges imposed by society, with this they have sought the way to be more profitable, but above all the power to be more productive for this reason is that they seek through their administration to apply various tools and methods that can help the fulfillment of their objectives. For Arteaga et. al. (2016). Administration is an activity of utmost importance within the to do of any company, since it refers to the establishment, pursuit and achievement of objectives. We are all stewards of our own lives, and the practice of management is found in every facet of human activity, business, schools, government, family. Having a well-established administration within the organization gives us to know that the company can have an efficient operation, but above all that it will give us the results expected by the organization for the fulfillment of its objectives. The administrative functions help the improvement of the companies that this can have a good organization, but above all that can be sustained and have profitability. Administrators have great challenges when applying this type of work especially when it comes to applying it in your activities since sometimes you do not have a good functioning of these same, so you should look for the best option to improve your performance and therefore have a greater profitability. With each of the administrative functions that are applied in the company can be obtained as a result a company in complete harmony in which through the administration works as a perfect gear developing its tasks efficiently fulfilling each of the activities that are assigned to the corresponding personnel, the administrator has a great responsibility over the efficiency of the staff so that the company can have better performance so it is very involved in the processes of the activities to have greater control and see that everything is being done effectively complying with the objectives established by the company.

### DISCUSSION

Companies always seek to be the best and have an excellent performance to meet their established objectives, but above all to be able to compete with the market and meet the needs of society, the purpose of the company is to create income through service or products offered to consumers, but if the company is established correctly and its organization is not stable it will not be able to meet its established objectives and much less to be able to be profitable, therefore having functions in the administrative field has become a fundamental piece to have a stable organization and that can meet the objectives either in the short or long term with the help of various factors that improve the performance of the company, so the administrative functions must be applied in all companies in a primary way for their proper functioning and can prosper as well as having a gradual growth with which they can be established in the market and thus generate greater income having a well-organized, stable company that has a great performance.

## CONCLUSION

The administrative functions may vary depending on the point of view given by the administrators but many have the same basis with which it is sought that the company is efficient but above all profitable through the fulfillment of the activities that are assigned to each of the personnel that works within the company, therefore, administrators must apply various methods to improve the performance of the company, especially to be able to meet the established objectives as well as the performance of their activities to obtain better results either in the short or long term, so that a company can work efficiently and adequately, administrative procedures must be applied with which the well-being of the organization is sought, in this research it was possible to describe how companies have been developing and the importance they have acquired in the economy, but above all as administrative functions provide us with the necessary tools for the proper functioning of the company so that it can be efficient and profitable, managers must face different challenges that arise when being in charge of a company, therefore, they must have the necessary capacity to be able to face them and find the most convenient solution for the benefit of the company, thus demonstrating the knowledge they have of being able to manage a company correctly. In conclusion, it can be described that administrators through the application of administrative functions have known how to make companies can improve their activities and improve the performance of their staff by applying different methods where the administrator must be more involved in each of the activities that are carried out.

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