

2 *Physical Resources Management*

While the elements discussed in this chapter may seem separate from the job tasks of an administrative professional, they are really very important. We will emphasize the physical resources at this time and explore some of the related aspects later.

Facilities planning and management may have a different emphasis if you are in a manufacturing environment vs. an office environment. However, there are some applications general enough that we will consider them here.

Many firms are developing both a traditional organization for customer contact as well as a virtual organization. The facility-location decision is complex because it involves the evaluation of many factors, some of which cannot be measured with precision. Because of the long-term impact of the decision, it is one that cannot be taken lightly.

