

The Impact of Information and Communication Technology on the Performance of Office Technology Managers

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Abstract : Information and communication technology is an indispensable tool in the performance of office technology managers. Today's offices are automated and equipped with modern office machines that enhances and improve the work of office managers. However, today's office technology managers can process, evaluate, manage and communicate all forms of information using technological devices. Information and Communication Technology is viewed as the process of processing, storing and dissemination information while office technology managers are trained professional who can effectively operate modern office machines, perform administrative duties and attend meetings to take down minute of meetings. This paper examines the importance of information and communication technology toward enhancing the work of office managers. It also stresses the importance of information and communication technology toward proper and accurate record management.

Keywords : communication, information, technology, managers

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