

SECRETARIAT ROOM / OPERATIONS ROOM

As host and administrative secretary of a government official, these quarters should be large enough to room correspondence, oversee records, promotional items, perform ongoing secretarial duties, house subordinates, office equipment, and promotional items, etc., etc.

Organising a conference has its challenges and takes a lot of time planning but there will always be the additional task where an office is needed to facilitate this while on conference.

EQUIPMENT / SERVICES USED IN A SECRETARIAT / OPERATIONS ROOMS

Laptops

Printers

Photocopier

Flip charts

Fax machines

Internet connectivity

IT Technician

