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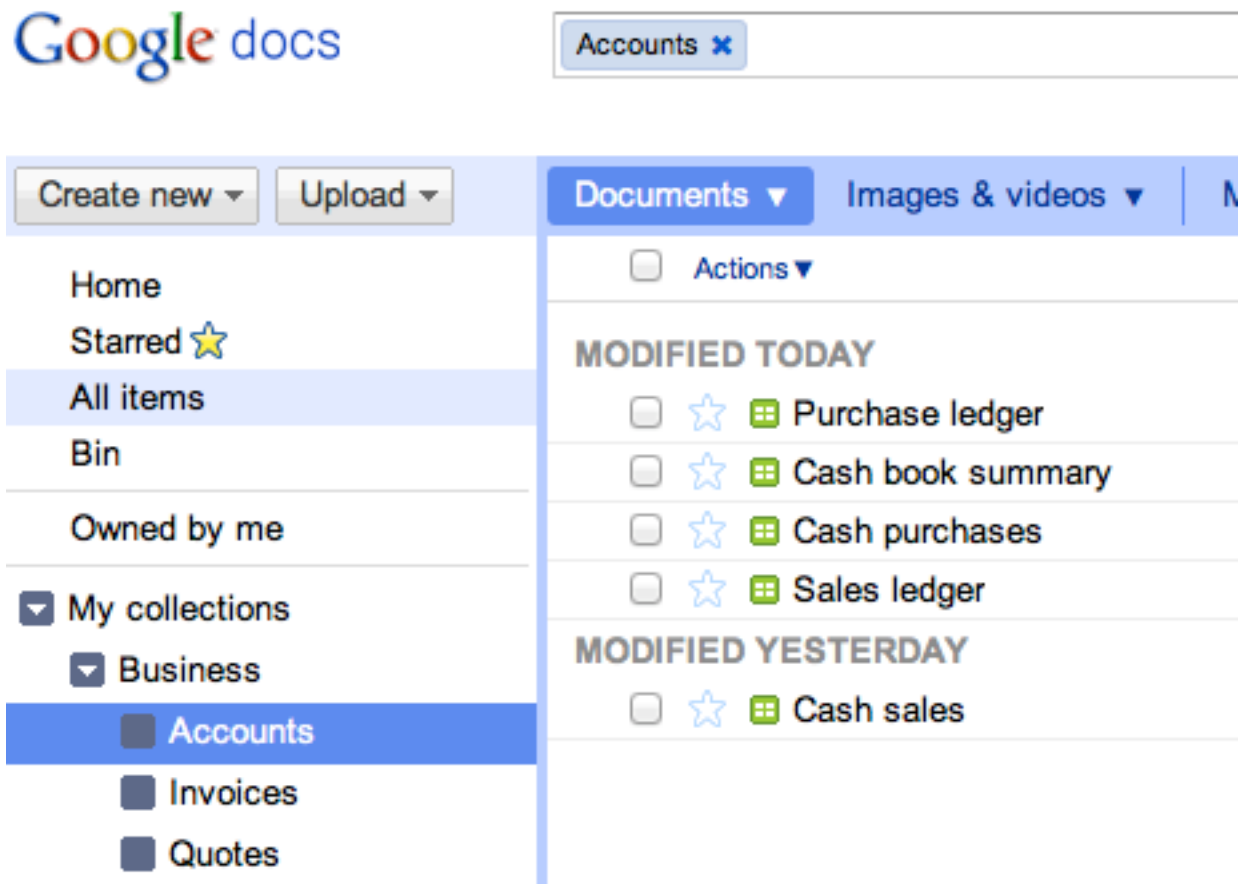
## **Introduction**

Administrative services include all services regarding communication, constricting, conveniences, economic etc. In all kind of organization administration is a compulsory function without that no organization can exists. All the functional area in any organization operates under administrative service of the organization. Administer purpose to manage with an authority of supervision. Hence the management also come under the influence of administration services. Recording keeping is one of the essential functions of administration in organizations. In this essay, details about recordkeeping along with implementation plan will be given with reference to Tesco Plc.

## **Discussion**

Tesco Private Limited Company is entity, which offers a big range of services for food and other products including insurance, entertainment, electrical goods, clothing and a lot more. It is considered as gargantuan retailer in UK. Record keeping is the most crucial part of administrative work in any organization in which all activities related to organizing and storing of documents, files, invoices are carried out. In Tesco Plc record keeping is done by administration of the organization. As we know that record keeping is the making and maintaining of entire, specific, authentic and reliable evidence of business transaction. In Tesco Plc, record keeping is done by DIRKS methodology. This means that record keeping design and implementation is based on capturing, maintaining as well as providing access to people, policies, procedures, tools, technology, recurring support and maintenance (Stockwell, 2013).

This record keeping system of Tesco is providing support for smooth functions of business activities. It is also enabling the company to comply with legislative and regulatory requirements of the country. The style of this DIRKS recordkeeping system is easy to adapt and purposely designed to encourage sound recordkeeping in the organization (Yun & Jeong, 2011).



Administration department of Tesco Company are also responsible for designing and consultation process that are require to fulfil all regulatory aspects. It is necessary to maintain record keeping for organizations like Tesco because, a record is not just a collection of data, but its implementation helps organization to carry out regular check of administrative services,

systems and procedures. In the same way, a distinctive feature of records is that their information must subsist in a fixed form, that is, be a fixed representation of the business transaction. In this way, record keeping encourages the users of the services to comment on the effectiveness of the service and the systems and procedure. However, record keeping can be mainly challenging in a business system that, by nature, contains data that is frequently updated and dynamic (Clarke, et.al, 2012).

In Tesco, the Records keeping not only keep data but also provide information about the context and structure of the record. In This way, in Tesco recording keeping system, the information can be captured through metadata. Metadata fixes is effective in recording the information related to transactions in its business context and documents the record's management and use over time. Hence, records stored as metadata serves to recognize, authenticate and contextualize the record, not only at the point of creation, but continues to document its management and use over time. Moreover, the record keeping process of Tesco allows records to be located, rendered and understood in a meaningful way. Therefore, Tesco has an International Standard on Information and Documentation, a Records Management Processes for Metadata is implemented.

Additionally, Tesco's record keeping system is also jurisdictional-specific (Stockwell, 2013).

They are also smart and innovative that they offer the right products at the right time. According to their business strategy, a proficient supply system begins with the consideration of which product or service to offer and when to launch. There they are the master planners as they map their allocation processes system and set of connections to boost competence. Despite of being a big business entity is also cared about their customers. The company have gone an extra mile to regulate the unhealthy eating habits of their customers. The innovation is that they will utilize the data from its loyalty card and find out who is buying more high quality food or fattening food.

They are planning to launching deals or offers, which will encourage customers to buy healthy food, replacing the unhealthy food (Cho, 2011).

Tesco Company understands that all the workers are the representation of the company, so they emphasize on every worker of their organization to follow to the moral values of the organization. Tesco private limited strictly follow all the applicable laws and regulations. They also make sure that the employees of their company also abide by the legal regulations. They are also well familiar of the legislative matters of the countries in which they are operating their stores. An evidence of the truthfulness and reliability of the Tesco is the expanding customers of the stores. There functioning accountability makes certain that the development of the business is sustainable (Felgate, et.al, 2012). They are also dedicated to the conscientious resourcing of raw materials, by making sure that their supply chain and management supply their effect on environment. Now Tesco administration is striving to expand the UK core and establish more new global store in other regions of the world. They are intending to achieve such big goals by becoming extraordinary international retailers in the field of stores and online as well. They are also trying to become as well-built as they in selling food items in other areas also. They are also concerned about the communities they serve. Definitely Tesco is the pioneer in supply high-quality brands and services to the consumers. They take pride in building relationship at both ends i.e. with customers and with their workers (Lowe & Wrigley, 2010).

## **Conclusion**

As we know that the administrative services can never function independently, the whole implementation plan is influenced by the administrative service of the organization. The researched company Tesco has proved to be an example of sound and efficient administrative structure, which is definitely impossible without the master minds that are working behind these strategies. Another important factor is the dedicated and hardworking staff of the Tesco, which teams up all the functional departments of the huge and successful company. Now we can easily understand the significance of the administrative services in a business, as the faith of the company can be predicted by evaluating the performance of the administrative department.

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