

## **Summary**

**Subject matter:** Administrative work as the basis for the formation of the intellectual capital of an enterprise (based on the example of CJSC “ROSTA”).

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**Topicality of the research:** Currently the economy of our country reached the stage of the development, when intellectual capital becomes the strategic resource and the key competitive advantage of an enterprise, an individual and a society. Its main bearer is the highly-qualified personnel of an enterprise, who have knowledge, information, expertise and professional skills. The effective formation, development and use of intellectual capital will, no doubt, speed the transition of Russia and its regions to the innovative economy.

**Objective of the research:** the identification of the theoretical aspects of the formation of the intellectual capital of an enterprise through administrative work and the development of methodological guidelines on the assessment of its contents.

### **Tasks:**

- to develop the theoretical knowledge about the intellectual capital of an enterprise;
- to justify the leading position of administrative work in the formation of the intellectual capital of an enterprise, to identify its specific features, functions and to determine the list of objects and products of administrative work, which facilitates the development of the intellectual capital of an enterprise;
- to describe the main elements of carrying out the contemporary administrative work with the purpose of the formation of the intellectual capital of an enterprise;
- to research the administrative work in CJSC “ROSTA”;

- to determine the competences used to assess the administrative work, which facilitates the formation and development of the intellectual capital of CJSC “ROSTA”;
- to develop the methodological guidelines on the assessment of the administrative work, which forms the intellectual capital of an enterprise, using the competence approach as an instrument of its improvement.

**Theoretical significance of the research:** development of the theoretical knowledge about the intellectual capital of an enterprise; the justification of the leading position of administrative work in the formation of the intellectual capital of an enterprise.

**Practical significance of the research:** the developed methodological guidelines on the assessment of the administrative work, which help determine the existence and degree of the development of the competences, needed for the formation of the intellectual capital of an enterprise.

**Results of the research:** As the result of the research the competences of CJSC “ROSTA” managers were developed, which facilitate the formation of the intellectual capital of the enterprise. The analysis of the administrative work (managerial functions, the role of managers and management style) of CJSC “ROSTA” resulted in the proposals to assess managers’ performance with the help of the comprehensive methodology.

On the basis of the comprehensive approach the methodology of assessment of the administrative work, which forms the intellectual capital of an enterprise, was developed.

The main ideas of the research and the results were discussed and approved of on the conference “Young Science-2014”. The results of the research are taken into consideration by CJSC “ROSTA” management, when developing a personnel policy.

**Recommendations:** the methodological guidelines presented in the research can be used not only to determine the degree of development of managerial

competences, but will also help identify the strengths and weaknesses of managers, determine the areas of their development.