

CHAPTER I

INTRODUCTION

A. Background of the Research

Administration is the soul of any organised social enterprise, whether business, political, military, or educational. Thus meaning that without administration an enterprise or organisation withers and dies on its feet, sabotages its own fitness for purpose and with it. Administration also help people to manage and facilitate about office administration activities.

Administration at every application form and activities using English as a general language even in writing or speaking. English normally using at administration department, because English is international language, so many things about administration using English. English help administration staff more easier to do their work.

Administration also one of part management. Management is an art of achievement in the science of compilation, organizing which maximizes human resources to achieve a personal or shared goal. Management is to help people to arrange the job or task in sequence. Management also need person and rules to do that management part. Management decrease a mistake to make job or activities more consecutive. Management is divided into several parts where each part serves to make it easier for us to do a job or other things that do require knowledge about management.

In management there is also an important role for an administration. Administration in management is very instrumental in helping management carry out its duties because administrative tasks are almost the same as management. Administration in management has the same goal, namely to achieve a desired target by maximizing human resources.

Management encompasses much more than administration – it involves the work of analyzing and preparing complex policy documents for decision by political decision makers. Administrators are implementators while management is formulating programme.

Every Company has several jobs and department, In PT. Yatung Concrete International Bekasi there are five departments, such as Vice Plant Manager, Management Factory Affair , Lab, Production, and Transportation. Management Factory Affair one of department which make me interested to know more about it, especially at administration jobs.

PT. Yatung International Concrete provide ready mix concrete and cement. PT. Yatung International Concrete Bekasi has do alot project at concrete such as build a fly over, building, railway, highway, etc. PT. Yatung International Concrete get raw material from other company, they usually order cement, fly ash, drug for concrete and Admixture.

Administration in PT. Yatung Concrete International Bekasi has to make a form purchase order for raw material, report of stock, make reimbursment and prepare & recaptulation attendance. Management Factory Affair in PT.Yatung

International Concrete Bekasi is very important especially at Administration, because this department do crucial thing.

Administration staff is busy in early morning because the staff has to make prepare & recaptulation the attendace with two type, manual and system. This work requires precision and patience especially for over time. Over time has own formulation that make this job wasting the time. The Vice Plant Manager always ask about report of stock document of their production.

Vice Plant Manager ask the administration to make reimbursment and purchase order about raw material and utilization of E-Toll each day. The administration has do alot thing for a whole day because administration hold all data and document about this company. Administration has to arrange his job from crucial thing until the other job which not really difficult. Vice Plant Manager also give extra job for administration when staff of PT. Yatung Concrete International buy for company needs, so the administration should make a reimbursement at that time, because reimbursement in this company has several part and different form even on manual or system, if administration forget to make reimbursement it will be messy and difficult to input to the system. Reimbursement has to input based on date and the total should valid .CEO also ask administration about data or document to check, input, record and has to finish at that time. Administration has to do fast about their job and minimize errors or mistake. The explanation describe how important administration in PT. Yatung Concrete International.

The writer was interested at administration, due to those all explanation, the writer choose title of this paper, “ The Job Description at Administration Management Factory Staff in PT. Yatung Concrete International Bekasi “.

B. Researchs Question and Scopes

1. Research Question

Based on the backgrounds of the problem started as follow :

- a. What are the obstacles faced by the writer at administration job management of factory staff in PT. Yatung Concrete International ?
- b. What are the solutions found by the writer to solve the obstacles at administration job management of factory staff in PT. Yatung Concrete International ?
- c. What kinds of job which consume the most time and most difficult to solve ?

2. Scope

Because of the limitation, the writer focuses on the description of administration job management of factory staff in PT. Yatung Concrete International which has several tasks, such as : 1. Prepare and Recapitulation attendance, 2. Make a reimbursement, 3. Report of stock. The theories used are: 1. Ir. Arman hakim Nasution, M. Eng. (2012) 2. Irham Rahayu (2006). 3. Owen E. Hughes (2003). The writer tries to find

the obstacles of the staff jobs daily and to know the solutions of solving and to understand what kinds of job which consumes time most and the most difficult. By classifying and analysing those staff jobs management, we can understand what and how the staff work. Those tasks will be researched as long as one month a half through working which has 8 hours duration daily.

C. Objectives and Significances of The Research

1. Objectives

The Objectives of the researches:

- a. To identify the obstacles faced by the writer at administration job management of factory staff in PT. Yattung Concrete International.
- b. To find out the solutions found by the writer to solve the obstacles at administration job management of factory staff in PT. Yattung Concrete International.
- c. To find out the job which consume the most time and most difficult to solve the administration management factory staff.

2. Significances

a. For the writer

The writer has to write a paper to fulfill her final task in D3 program in English Department at STBA-JIA. The writer could evaluate how much is the importance administration management factory staff in PT. Yattung

Concrete International. The writer's tries to find the staff's job division in detail. The reason for developing writers to be kind exist. This paper help writer to get experience about administration job.

b. For the readers

This paper could make the readers ready facing the globalization era as administration management factory staff in PT.Yatung Concrete International. By classifying and analysing we can understand how the staff's job division. The theory issued can help readers more know about administration.

D. The Operational Definition

1. Administration

Administartion do all thing to organizes all little detail like data, document and help people to make job more easier, efficient, and presentable.

2. Management Factory

Management Factory is essential department which hold all the course of a production. Management factory also involves of planning, organizing, directing and controlling the company.

3. Staff

The people who work at the company or one of part of important thing to make company be better and give profit to the company. Staff also help company make a product. Staff is one of process of production, so staff is important for company.

E. Research Methodology

In conducting the research, the writer applies the descriptive qualitative analysis. The core property of qualitative research is that it examines the way people make sense out of their own concrete real-life experiences in their own minds and in their own words. That means which the emphasis is placed on the generation of the theories based on experience at internship place. Qualitative research is concerned with the patterns and forms of such variables. Qualitative research using mainly useful because they make it possible to deal with data that are suitable. Qualitative research give information about and understanding the way human beings function.

F. The Systematization of The Research

Systematization of the research means to present the research in well edited composition. This research is divided in five chapters as follow:

Chapter I is introduction which explains about the background of the research, question and scopes of the research, objectives and significant of the research, operational definition, and systematization of the research.

Chapter II is theoretical description which consists of the definition of administration, management factory, staff and relevance research.

Chapter III is company profile which contains about company history, organization structure, and procedure and work frame PT.Yatung Concrete International.

Chapter IV is analysis data which shows about the data dscription,observation obstacles and problem solving.

Chapter V is conclusion and suggestions which explain about conclusion, suggestion, bibliography and appendices.