

CHAPTER V

CONCLUSION AND SUGGESTION

A. Conclusion

The writer was explain and describe about “The Job Description at Administration Management Factory Staff in PT. Yatung Concrete International Bekasi” at this paper, the writer concluded that there are some daily activities of Administration Management Factory Staff of PT. Yatung Concrete International Bekasi. All of the data are from the routine task when the writer did internship in that company.

From the analyses can be the implicit conclusion, they are :

- 1.The Management Factory Staff confused with recapitulation attendance which is the staff must be carefully to compare attendace from finger scan machine and form on computer.
- 2.The report of stock has several kinds ,so the staff must arrange and input the data one by one carefully.
- 3.The report of stock and inspection and manual material usage require the staff calculate and the result can't be error.
- 4.Make reimbursement take alot time especially when reimbursement about E-toll ticket, because to much to do before input the data of E-toll ticket.

5. The report of stock can solve the problem only see the invoice, delivery note, and number of docket, the five last number at the paper of delivery note, number of docket, and data from batcher department we can calculate all fastly.

6. This research took me 5 days consist of 40 hours, and consist of 6 tasks daily, the most consumed time of task is filling data e-toll about 15 hours (37, 5 %) weakly.

B. Suggestion

1. For Reader

The last chapter of this paper the writer want to share to readers generally and especially for the company. The writer hope this paper can help readers generally to know and get advantage about administration or the other administration every department and company.

2. For Company

This chapter also the writer so thankful and gratefull for being one of part Management Factory Staff. The writer gets a lot of experience as a staff at management factory staff. The writer will apply his experience while working there.

The writer is also for the other staff from different departments who also helped the writer while working there. Thank to the staff and bosses from that company who was treat the writer well. The writer will give some

suggestion to improve the performance and quality of the staffs as well as the company for the better in future. The suggestion that the writer made are as follow :

1. Create a network that can connect finger scan machine to computers to facilitate the staff to recapitulation attendance.
2. Overtime also need new format to make the staff easier to fill and input the data of it.
3. When make a reimbursement E-toll ticket that really take time, the staff should have received an E- toll that has been sorted by type so that the staff only has to input and calculate data from the E-toll ticket.
4. In order to prevent errors when calculating in report of stock and others, the staff must be thoroughly trained in advance so they can understand more about all the calculations about the stock material, both incoming material, outgoing material , and remaining stock material.