

***DESKRIPSI PEKERJAAN DARI DEPARTEMEN SUMBER DAYA
MANUSIA DI PT TELKOM WITEL BEKASI***

HERNANDA PRATAMA

ABSTRAK

Penelitian ini bertujuan untuk mengetahui kinerja dan tatanan pekerjaan di divisi sumber daya manusia di sebuah perusahaan. Perusahaan yang menjadi objek penelitian kali ini adalah PT Telkom Indonesia cabang Bekasi. Penelitian dilakukan dengan cara mengikuti program magang selama satu bulan di PT Telkom Bekasi terhitung selama bulan Maret 2019. Metode penelitian menggunakan metode kualitatif dan data yang diperoleh merupakan penelitian langsung di lapangan. Semua data yang ditemukan kemudian dikaji dan disimpulkan melalui metode pengodean untuk menarik kesimpulan dari masalah yang ada.

Kata Kunci: Divisi Sumber Daya Manusia, PT Telkom Bekasi

**THE JOB DESCRIPTION OF HRD AT PT TELKOM BRANCH
COMPANY BEKASI**

HERNANDA PRATAMA

ABSTRACT

This research is aimed for knowing the performance and working order in the Human Resource Department in a company. The company that is the object of this research is PT Telkom Indonesia branch Bekasi. Research was done by following internship program for one month in PT Telkom Bekasi counted during March 2019. Research method used in the research is qualitative method and data earned through direct observation on field. All data found are studied and concluded through coding method to draw conclusion from problem occurred.

Key Words: Human Resource Department, PT Telkom Bekasi

INTELLECTUAL PROPERTY STATEMENT FORM

Name : Hernanda Pratama
Student Number : 43131310150008
Department : English Literature
Title : The Job Description of HRD at
PT Telkom Branch Company Bekasi

This is to certify that my paper is my own original work and no portion of my paper has been copyrighted previously unless properly referenced.

If there is a breach of item above, I will take full responsibility to school of foreign languages – JIA for any legal action that might be caused.

Bekasi, 20 July 2019

Hernanda Pratama
43131310150008

THE APPROVAL SHEET

Name : Hernanda Pratama
Student Number : 43131310150008
Title : The Job Description of HRD at
PT Telkom Branch Company Bekasi

Supervised and Approved by:

The Chairman of STBA-JIA

Advisor

Ali Khamainy, ST., MM.

NIDN. 407108201

Ade Surista, M. Pd.

NIDN. 425127503

Manager Human Resource Witel Bekasi

Rizka Muchtar

THE IMPROVEMENT SHEET

THE JOB DESCRIPTION OF HRD AT PT TELKOM BRANCH COMPANY BEKASI

Hernanda Pratama
43131310150008

Supervised and Approved by

Examiner

Yeni Noryatin, S.S, M.Hum.

NIDN. 425028105

MOTTO AND DEDICATION

MOTTO

Adversity and loss make a man wise. (English Proverb)

DEDICATION:

This paper is dedicated to my beloved parents and sisters.

ACKNOWLEDGEMENTS

First of all, writer would like to thank to Allah Subhanahu Wa Ta-A'la. Without Him, it is impossible to accomplish this paper. The making of this paper is to fulfill one of the requirements for taking undergraduate program (D3) of English Department of School of Foreign Language JIA. In this paper, the writer explains about the job description of Human Resources Department found in PT Telkom Branch Office Bekasi. During the research, writer had been through hardships and difficulties both finding the references and arranging it into a scientific paper. Therefore, writer would like to take this opportunity to express thankfulness for all the following people who have advised and supported to finish the paper, especially to:

1. Ade Surista, M.Pd, as the head of D3 English Department STBA - JIA and the advisor who gives her patience in giving advice, suggestion and corrections.
2. H. Ali Khamainy, ST, MM, the chairman of the School of Foreign Language STBA – JIA Bekasi.
3. Mr. Rizka Muchtar, the Manager of Human Resource PT Telkom Witel Bekasi for giving a chance and agreement to take the research.
4. All the lecturers and staffs of STBA – JIA for the guidance during the study.
5. Parents and sisters to their endless love, supports and prays.
6. All the lovely friends in STBA – JIA for their motivation, support, prays, laughs, and tears.
7. The last, writer also gives deep gratefulness to some others who cannot be mentioned for their concerns.

Finally, writer hopes this paper will be useful especially for writer and generally for everyone who reads it.

Bekasi, 20 July 2019

H P