

# CHAPTER 1

## INTRODUCTION

### A. Background of the Research

Work is doing something to produce goods or services to satisfy the needs of society. A job is a requirement for everyone. And everyone might have a dream job. To stay alive, people need to work to pay for our necessities. If it is looked at the various industries that have grown in this period, they are becoming more diversified. Many innovations are emerging in the sector at a quick pace. New technologies that get public notice are more likely to be approved. As a result, every industry is trying to introduce new ideas that are original, inexpensive, and simple to implement.

However, all too frequently, companies ignore the basic principles. The most significant aspect of the industry is also in life. The foundation is essential and cannot be disregarded. That is safety. Everything must be safe at all times. From the minor to the major. This is demonstrated by the lack of this company license and a disregard for the tools utilized. In the industrial world, it is lethal. If it is not changed, it will have an impact on both employees and the organization. The company is regarded to be practicable if the tools and environment satisfy the needs.

Safety is created by each individual related. Based on the workplace, is made up of employees, supervisors, the environment, and the tools

Utilized the loop of safety should not be broken or ignored. Instead, it must be strengthened through staff training. The key is that they have a solid understanding of personal and public safety. The foundation of work safety must be implemented from the time employees enter the organization. And, of course, it must be used in all activities. Supervisors must be able to guarantee that their employees understand how to apply it in the workplace.

By considering every activity that everyone engages in, safety is one of the most important aspects of life. We would want to believe that we are always protected in some way every day. Even for basic tasks, we would want them to be performed securely. We have a sense of security, comfort, and confidence when we have a sense of safety. We can perform even risky things with safety. This is also true in the workplace. Safety is a crucial consideration at work. Employees lack trust if there is no sense of safety at work.

To operate, a corporation must obtain an official safety license. Everything that it does will be illegal if it does not have such a license. The corporation is unable to form commercial partnerships with other organizations. Particularly with firms involved in workplace safety. A safety license is something that the firm must have. Client trust will be easier to gain if we have it. Employees who work in the field of safety must also receive safety training. The acronym K3 refers to Safety, Health, and Work in the workplace. Which must be the company's basis. A good firm must be able to ensure its employees' safety and health. The important issue is that

they can operate efficiently without being disturbed. As a result, companies and their employees must get a work safety license. Employees must be sent for training if the organization already has a work safety license. The training is also paid for by the corporation. There are several sorts of training available based on the talents they possess. Aircraft Lift Training is available to employees who already have experience with lifting machinery. That is one example of on-the-job training for a corporate specialist. If the employee attended the training program, he is almost certainly an expert in the K3 sector. This is also beneficial to the corporation. If the firm has a large number of licensed professionals, the selling price will be greater as well. Employees who already hold a license will be compensated well by other firms who want their skills.

To execute work properly, an individual needs assistance from the administration in obtaining the necessary permissions. Administration is an important part of the company. The administration is responsible for arranging permits or roads, as well as receipts, as well as inspecting and drafting other paperwork. An administration must be able to communicate well among employees. She or He must also have good communication skills so that all work can progress well, and minimize the risk of delays. Based on the above background, the research problem is formulated, namely the job description of administration at PT Delta Nusantara Persada in 2023.

## **B. Scope of the Problem**

As the research problem is formulated, namely the job description of administration at PT Delta Nusantara Persada in 2023, the writer limits the discussion only on the administration job.

## **C. Question of the Research**

Based on the problem above, this research is conducted to answer the research questions, they are:

1. What is the job description of administration staff in PT Delta Nusantara Persada?
2. What are the obstacles that found in Administration Staff in PT Delta Nusantara Persada?
3. How is the solution of those obstacles?

## **D. Objective of the Research**

The objectives of the research is an answer for the question of the research:

1. To know the job description of the administration staff in PT Delta Nusantara Persada.
2. To know the problem of an Administration in PT Delta Nusantara Persada.
3. To solve the problem during research.

### **E. Significance of the Research**

This research serves as helpful not just for the writer, but also for the reader, particularly those who study English or have a strong interest in administration. It is hoped that by doing the theoretical study, it would be possible to discover a solution to the trouble condition of an administration in PT Delta Nusantara Persada.

Essentially, this study is valuable for a variety of goals and purposes, depending on the sector in which the learners are involved in:

1. For the Writer

To accomplish the last job in the diploma program at the School of Foreign Languages JIA, the writer must prepare a scientific article. The writer could learn a lot more and improve his skills, notably in administration.

2. For the Readers

This paper could assist readers by supplying informative preferences and information for those pursuing a diploma scientific paper in the administration area.

## **F. Systematization of the Research**

The planning and execution of the paper are intended to be helpful for the writer in understanding it. This study is broken into five chapters, which are as follows:

Chapter I is introduction. This chapter contains the background of the research, the scope of the problem, the question of the research, the objective of the research, the significance of the research, and the systematization of the research.

Chapter II Theoretical description. This chapter explains the definition of Administration, type of Administration, and relevant research.

Chapter III Company Profile. This chapter explains the historical background and profile of PT Delta Nusantara Persada and the organization chart of PT Delta Nusantara Persada.

Chapter IV Report of observation findings. This chapter explain the observation result in The Administration Staff in PT Delta Nusantara Persada.

Chapter V Conclusion and Suggestion. This Chapter explains the conclusion and suggestion of this paper to PT Delta Nusantara Persada.