

CHAPTER V

CONCLUSION AND SUGGESTION

A. Conclusion

Based on the results of the analysis, it can be concluded that there are several jobs that can only be done by an administrator. This involves checking test findings in documents, entering data for test checks, and participating as a detrainning training team for trainers. PT Delta Nusantara Persada, Bekasi, has five job descriptions for the administration, according to the findings of these observations. Being an effective administrator for the office starts with having the right skills, tolerance, and prudence. Three challenges can be successfully overcome if an administration is able to communicate effectively with superiors and with other staff. The writer in the internship can immediately overcome these challenges.

B. Suggestion

In the suggestion section, the authors provide suggestions to various parties involved in this report which are expected to further develop this report and administrative development at PT Delta Nusantara Persada.

These suggestions are as follows:

1. For PT Delta Nusantara Persada, being an administrator is not an easy thing. Especially when they do work that is not their job desk. Maybe it can be more evenly distributed in the distribution of tasks and there

should be additional employees. Also, it would be great if the tools in the office were improved and there was no competition between existing employees.

2. For future writers, having a base in the office world is nothing to lose. You can develop your skills starting from now on. There must be at least 1 skill about the office world that you must master. If you have a base, then any job will feel easier and there is no fear of being wrong.
3. For STBA JIA, The author hopes that in the future more and more offices will cooperate with STBA JIA. As well as, more relationships that allow students to work quickly.

