

CHAPTER V

CONCLUSION AND SUGESSTION

A. Conclusion

Based on the description of the discussion above, it can be concluded that there are several job descriptions as a sales administrator who should be responsible for managing sales documents. This is included data entry, create documents and print them. Based on these observation, it was found that were four job descriptions as a sales administrator in PT Phoenix Industri. The job description is received purchase order document, prepare delivery order document, job listing costing and prepare invoice document. The job description that is done as a sales administrator is quite a lot and even though the activities are carried out repeatedly, it is still possible for errors to occur. Skills such as communication, organization, collaboration, time management, accuracy and understanding of computer technology are the basic skills of a sales administrator. Based on the obstacles that have been discuss previously, there are four obstacles namely lack of productivity, human error, disorganizing archiving and difficulties of collecting customer receivables. The obstacles can be solved by applying leadership function, double check data, do the job description well and strong regulations for the management of customer receivables.

B. Suggestion

Based on the description of the conclusion above, suggestion can be given as follow:

1. PT Phoenix Industri needs to emphasize rule or regulations to increase employee awareness of the importance of discipline. Discipline in time management and carry out the work according to job description. Thus, will create a good impact for the progress of the company.
2. The writer recommends that companies must have effective communication with customers in polite and professional. And establish clear policies regarding payment and consequences for overdue payments, if it has passed the specified time limit and does not work, it is better to consider legal steps.