

EXECUTIVE SUMMARY

DESIGN STANDARD OPERATING PROCEDURE (SOP), JOB ANALYSIS AND JOB DESCRIPTION AT PT.JAYA UTAMA KERAMIK

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Practical work activities carried out by the author during July, August, September at PT.JATA UTAMA KERAMIK . The company is engaged in the sale of home furniture such as ceramics, windows, fan and other equipment . This company is in Gajah Mada Square Blok D10-11, Tiban . The purpose of the author to do practical work is to help companies implement Standard Operating Procedure (SOP) *job analysis* , *Job Description* good and right in their company .

At the design and implementation stage, the author conducted observational procedures in research and also interviews. The author implements it by distributing a guidebook that has been made to each worker according to his position

Keywords : Standard Operating Procedure (SOP) *job analysis*, *Job Description*