## **EXECUTIVE SUMMARY**

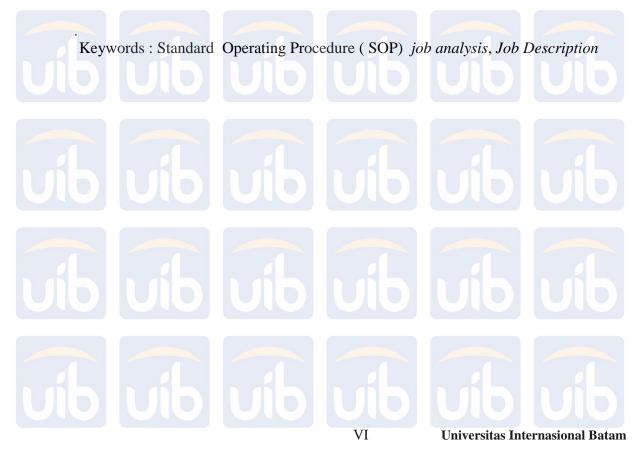
## DESIGN STANDARD OPERATING PROCEDURE (SOP), JOB ANALYSIS AND JOB DESCRIPTION AT PT.JAYA UTAMA KERAMIK

## YOMAHENDRI ADIT TRI YAHYA

NPM:1541053

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



Yomahendri Adit Tri Yahya. Perancangan Serta Penerapan Standar Operasional Prosedur (SOP), Job Analysis dan Job Description di PT. Jaya Utama Keramik. 2018 UIB Repository©2018