

UNIVERSITAS INTERNASIONAL BATAM

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DESIGN AND DEVELOP SOP & JOB DESCRIPTION IN PT. MEGA CIPTA CEMERLANG

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ABSTRACT

The aim of this study was to being problem solving for PT. Mega Cipta Cemerlang internal problem related to employment procedures, because of the unknown Job Description and SOP for each position that make multitask job and also no guide book for employee doing a good job and based what company want they to do. This study was started from 23th September 2019 until 28th December 2019 . The approach of this study was using observation, interview and implementation method.

The process of this draft started with direct interview and observation to collect information's which used for study result. The result of this study like SOP document's and also Job Description was given to PT. Mega Cipta Cemerlang

The outcome of the interviews is PT. Mega Cipta Cemerlang doesn't has any guide book for employee that can be uses for employee in their work performing and job description for drivers and operation staff. Then me as the writer making a SOP and Job Description for driver & Operator staff for a better employee management

Key words: Job Description, Standar Operational Prosedure, SOP