

# UNIVERSITAS INTERNASIONAL BATAM

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*Faculty of Economic  
Department of Management  
Odd Semester 2019/2020*

## **ORGANIZING JOB ANALYSIS (JOB DESCRIPTION AND JOB SPECIFICATION) AT PT. HAPPY PAO**

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### **ABSTRACT**

*This practical work is carried out with the aim to understand and to identify all forms of problems that are being experienced by PT. Happy Pao with steps and how to complete it. PT. Happy Pao is located on Jalan Palm Spring Raya blok C1 number 11, Batam City. Implementation is done in overcoming this problem by using job analysis at the company to find out the job descriptions and job specifications needed for employees. A work system that is not yet perfectly structured, the division of tasks that is uncertain are major obstacles for the company in increasing its productivity. The consequences created by these obstacles is that communication at the company is not well, also possibilities of mistakes in working and confusion among employees in carrying out their duties and responsibilities.*

*The implementation of this practical work takes about three months starting in early October and ending until the end of December 2019. Several stages are carried out in this activity such as direct interviews with company owners, interviews with one of the employees in the company, observing work processes in the company, concludes the point of problems and designs for handling company problems. The plan is to make a job description in accordance with the work position of employees, plan anything about the specifications in the job position. This design was made in the form of a form document containing all information regarding duties, responsibilities, specifications and all requirements that must be met by employees.*

*The results obtained in the process of practical work activities explain that by implementing the job analysis document system that contains job descriptions and job specifications, the company has increased its productivity. The existence of this system also makes employees focus on their duties and responsibilities and will have an impact on improving employee performance.*

*Key words: job analysis, job description, job specification.*