

ABSTRACT

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IMPLEMENTATION OF ACTIVITIES IN THE ADMIN PARTNER RECRUITMENT DIVISION AT PT XYZ COMPANY

This report is based on the intern's experience during six months of participating in an internship program at PT XYZ, a company engaged in digital-based health services. During the internship, the intern played the role of Admin Partner Recruitment with a focus on administrative tasks, such as verifying legal documents (SIP and STR), communicating with prospective partners, updating data, and disseminating job vacancy information. All activities were carried out online (work from home), thus requiring the ability to adapt, work independently, and maintain effective communication digitally.

In the internship process, the intern faced various challenges such as adjusting to new workflows, technical constraints on the system, and coordination between teams that was not always smooth. Even so, all of these obstacles can be overcome through initiative, independent learning, and team collaboration. From this experience, the intern gained insight into the importance of the role of administration in supporting digital health services, while developing non-technical skills such as a sense of responsibility, time management, and professional communication. This professional work program also provides valuable experience in bridging theory in college with real practice in the world of work.

Keywords: Digital Communication, Administrative, Health Services