

ABSTRAK

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PROFESSIONAL WORK ACTIVITIES IN THE GENERAL AFFAIRS DIVISION AT PT MAYORA INDAH TBK.

The Professional Work Program at Universitas Pembangunan Jaya aims to provide real-world experience to students in the work environment. Interns carry out professional work at PT Mayora Indah TBK, the General Affairs (GA) division of this company has an important role in ensuring the smooth running of the company's operational activities. This division is responsible for facility management, asset maintenance, procurement of goods and services, management of operational vehicles, and security and cleanliness of the work environment. As part of the company's support structure, General Affairs functions as a liaison between various divisions to ensure that all operational and administrative needs can be achieved optimally. This study aims to determine the roles, responsibilities, and obstacles faced by the GA division in supporting the company's operations. This study uses a qualitative descriptive approach with observations, interviews, and analysis of company documents. The results of the study indicate that the effectiveness of the GA division's work is greatly influenced by good coordination between divisions, company policies, and the use of technology in facility and asset management. Some of the main challenges faced by this division include the complexity of inventory management, the need for digitalization of work systems, and effective communication with various other divisions. To improve work efficiency and effectiveness.

Keywords: General Affair, work activities, facilities management, work effectiveness, PT Mayora Indah Tbk.