

ABSTRACT

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STRATEGI PENGELOLAAN BIRO DAN POLA KERJA MjBarchitects PADA MASA PANDEMI COVID-19 HINGGA MASA TRANSISI NEW NORMAL

In a period starting from June to August 2020, Department of Architecture of Pembangunan Jaya University provides an opportunity for the student of 2017 to carry out an Internship. The Internship program of this year faced difficulties. Covid-19 Pandemic, every activity has got more restrictions. Until the practitioner finally get a chance to carry out the Internship in an architectural consultant company called MjBarchitects. As an apprentice architect, the practitioner handles the responsibility to manage an online workspace in Notion platform, accounting and administration assistance staff, and to be the Project Architect of ALE-V/18 home renovation. The Covid-19 Pandemic also requires MjBarchitects to arrange strategies in bureau management and new working pattern in order to keep the company running. Making the Notion platform as an online workspace is a choice taken by the MjBarchitects as a facility to arrange and manage the working system online. Keeping the company productive even under the difficulties caused by the Covid-19 pandemic.

Keywords: Internship, Notion platform, Working pattern.