

ABSTRACT

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JOB DESCRIPTION OF THE PROFESSION AS A CUSTOMER SERVICE IN THE WATER DIVISION OF PT. PEMBANGUNAN INVESTASI TANGERANG SELATAN

Internship is one of the requirements for graduation at Pembangunan Jaya University. In addition, Internship can also provide opportunities for students to experience in the world of work. This internship is carried out with the aim of providing a real picture to students of the world concerned so that they can become students who excel in the world of work. PT. Pembangunan Investasi Tangerang Selatan is a Regional Owned Enterprise (BUMD). The company is engaged in infrastructure investment. Practitioners do internship as customer service in the water division of PT. Pembangunan Investasi Tangerang Selatan directed by a work supervisor. In addition, the practitioner performs various work as customer service or service, financial data collection, verifying customer and non-water receivables, making and recording customer letters, identifying invoices based on housing, number of customers and bill nominal, and identifying non-water data. based on active customers into the billing system.

Keywords : *Internship, Customer Service, PT. Pembangunan Investasi Tangerang Selatan*