

ABSTRACT

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PROFESSIONAL ACTIVITIES AS A HUMAN RESOURCES ADMIN & GENERAL AFFAIR FACILITY SECTION AT PT TRAKINDO UTAMA BRANCH BUMI SERPONG DAMAI

While carrying out professional work at PT Trakindo Utama Bumi Serpong Damai branch, the practitioner works in the Human Resources General Affairs (HRGA) department as an Admin Facility under the supervision and guidance of the Facility Head. Activities or responsibilities as an Admin Facility are to procure goods and services for the needs of all employees of PT Trakindo Utama Bumi Serpong Damai branch. Practitioners also play a role in maintaining the company's operational facilities by taking care of the company's maintenance schedule, facility tickets, and doing a recap related to daily work reports. The practitioner also assists the Facility Head in registering company billboards and is tasked with making a Work Order (SPK) and filling out a request form for B3 waste collection addressed to PT Sumber Surya Kalvari, because in the work process PT Trakindo Utama Bumi Serpong Damai branch produces B3 waste which transportation is necessary for the health of the work environment.

Keywords: HRGA, company operational facilities, HRGA function