

ABSTRAC

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MANAGEMENT ACTIVITIES BEHIND THE COMPANY OF PT. PAS JAYA MANDIRI

Practitioner carry out professional work activities at PT. PAS JAYA MANDIRI for 3 months starting from June 9 to August 31, 2022. During the activity, the practitioner is placed in operational and sales positions with supervision and direction from the work supervisor. In this position, the practitioner is given the task of digitally recording warehouse inventory, making buyer orders when warehouse supplies are running low, packing list letters to provide details of items sent, quotation letters containing items offered, invoice containing bill details, as well as offer proposal for get project collaboration. The activities carried out by the practitioner are fully under the work supervisor so that every letter made is based on the signature and full supervision from work supervisor.

Keywords: *Operational and Sales, Digitally Recording, Packing List, Quotation, Invoice, Offer Proposal*