

ABSTRACT

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DESCRIPTION OF WORK PROCESS AT GENERAL AFFAIR DIVISION PT MAYORA INDAH TBK – MAYORA GROUP HEADQUARTERS

Professional Work (KP) is an activity that aims to provide a comprehensive picture to students in the world of work so that they can implement the theory they have learned during college. Practitioners have the opportunity to carry out their profession in the General Affairs section at PT Mayora Indah Tbk – West Jakarta for 400 hours. While working as a professional at PT Mayora Indah Tbk, Practitioners work under the supervision and guidance of the IR&GA Division Supervisor. In professional work, Pratikam has the opportunity to participate and be directly involved in the implementation of the General Affairs division function at PT Mayora Indah Tbk by assisting the daily tasks of the General Affairs division staff in supporting the company's operational activities such as corporate vehicle taxes, making vendor payment vouchers, and reviewing work order.

Keywords: *General Affair, Work Order Documents, Payment Vouchers*