

ABSTRAK

Indah Praditasari (2011031007)

Gambaran Divisi *Human Resource* PT. Kutilang Paksi Mas

Penulis melaksanakan mata kuliah kerja profesi pada perusahaan yang bergerak di bidang energi, diesel dan based transceiver station yaitu PT. Kutilang Paksi Mas. Penulis berada di subdivisi recruitment and development pada divisi Human resource. Divisi HR memiliki tanggung jawab untuk mengelola dan mengembangkan sumber daya manusia yang bekerja di pada sebuah perusahaan. Penulis turut berpartisipasi dalam tugas-tugas yang dimiliki subdivisi recruitment and development, seperti mengelola dokumen dan rekrutmen. Penulis melaksanakan program kerja profesi selama dua bulan dibawah Pembimbing Lapangan. Penulis mendapatkan berbagai macam kendala selama menjalankan program kerja profesi. Penulis berhasil untuk mengatasi kendala yang penulis hadapi.

Kata kunci : Kerja profesi, *Human Resource* , Recruitment and Development.

ABSTRACT

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Overview of Human Resource Division at PT. Kutilang Paksi Mas

The Author implement an internship in a company engaged in the field of energy, diesel and based transceiver stations, namely PT. Kutilang Paksi Mas. Author is in the sub-division of the recruitment and development of the Human Resources Division. HR Division has responsibility for managing and developing human resources working in a company. The author participated in tasks that are owned subdivision recruitment and development, such as managing documents and recruitment. The author implement internship for two months under the Field Supervisor. The Author get various kinds of constraints during the run internship. The author managed to overcome the obstacles that writers face.

Key Words : Internship *Human Resource* , Recruitment and Development.