

## ABSTRAK

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### **Proses Kerja *Human Resources Department (HRD)* dan *General Affair (GA)* di *Building Management Hampton's Park Apartment***

*Universitas Pembangunan Jaya memiliki mata kuliah wajib bagi mahasiswa untuk melakukan Kerja Profesi (KP). Kerja Profesi bertujuan untuk mempersiapkan ilmu dan pengetahuan di dunia pekerjaan. Praktikan melaksanakan Kerja Profesi di Building Management Hampton's Park Apartment. Selama melaksanakan Kerja Profesi di Building Management Hampton's Park Apartment Praktikan ditempatkan di divisi Human Resources Department (HRD) dan General Affair (GA). Praktikan bekerja dibawah bimbingan dan pengawasan dari pembimbing kerja. Kegiatan yang Praktikan lakukan selama melaksanakan Kerja Profesi yaitu mengerjakan tugas dan tanggung jawab divisi Human Resources Department (HRD) dan General Affair (GA).*

Kata kunci : HRD dan GA, *Building Management Hampton's Park Apartment*

## **ABSTRACT**

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### ***Work Processes of Human Resources Department (HRD) and General Affairs (GA) in Building Management of Hampton's Park Apartment***

*Pembangunan Jaya university has compulsory courses for students to do Professional Work (KP). Professional work to prepare knowledge and knowledge in the world of work. Practitioner Running Professional Work in the Building Management of Hampton's Park Apartment. During Professional Work in the Park Hampton Apartment Management Building the Practitioner was assigned to the Human Resources (HRD) dan General Affairs (GA) divisions. Practitioner work under the guidance and supervision of the work supervisor. Practical activities carried out during Professional Work are to carry out the duties and responsibilities of the Human Resources (HR) dan General Affairs (GA) division.*

*Key words: HRD and GA, Building Management Hampton's Park Apartment*