

ABSTRACT

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OVERVIEW OF JOB PROCESS AS PEOPLE BUSINESS PARTNER ASSISTANT AT PT GOTO GOJEK TOKOPEDIA

Indonesia has a number of startup companies operating in various fields. Startup companies have a unique work pattern because the company is considered still pioneering so it is not yet stable. Companies need good human resource management, where this is the duty and responsibility of Human Resources. Intern work at PT GoTo Gojek Tokopedia in the People and Culture department as a People Business Partner Assistant. Intern carry out professional work for approximately 57 days with assigned tasks such as, carrying out the recruitment process, creating programs to increase employee involvement, carrying out the process of changing employee data, carrying out the process of updating the organizational structure, participating in other personnel activities or projects, conducting counseling with employees, conduct exit interviews. After carrying out internship, the intern's hopes have been fulfilled by gaining new learning and experience in the form of soft skills and hard skills as provisions to face the real world of work when graduating from higher education.

Keywords: Professional Work, People Business Partner Assistant, PT GoTo Gojek Tokopedia