

## ABSTRACT

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### **PROFESSIONAL WORK ACTIVITIES OF THE HR & MILL SERVICES DEPARTMENT AT PT. INDAH KIAT PULP & PAPER Tbk TANGERANG MILL**

*Professional work that Practitioners carry out at PT. Indah Kiat Pulp & Paper Tbk which is located on Jl. Raya Serpong No.KM, RW.8, Pakulonan, Kec. North Serpong, South Tangerang City, Banten. When the intern does professional work at PT. Indah Kiat Pulp & Paper Tbk is part of the HR & Mill Services department. During the 3 months of carrying out professional work, interns were in 4 sections in HR & Mill Service, namely in the Academy, Asset Management, Employee Relations and Recruiting, OD & Perf sections. Management. Each practicum section has different tasks, starting from the Academy practicum section which is given the task of preparing training and visiting events. In the Asset Management section, the practitioner inputs petty cash reimbursement related to the purchase of operational vehicle costs and the purchase of company operational goods costs. Apart from that, both petty cash reimbursements are recapitulated once a month as well as inputting recapitulation related to operational vehicle kilometers and also inputting recapitulation of waste transportation by the SATLAK service. In the Employee Relations section, practitioners are given the task of inputting payroll data and overtime wages, practitioners are also given the task of recapitulating payroll & overtime wages for outsourced employees, inputting output base for outsourced employees, inputting data on employee violation reports, preparing room decorations and competition activities for the Indonesian Independence Day, preparing for HAB activities (Gifts). Children excel). In the Recruity, OD & Perf section. Management practitioners study the recruitment process and carry out end to end prospective student internships.*

**Keywords:** HR & Mill Service, Academy, Asset Management, Employee Relations, Recruity, OD & Perf. Management