

ABSTRACT

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PROFESSIONAL WORK ACTIVITIES AS A GENERAL AFFAIRS OFFICER AT PT. EPIK PROPERTI INDONESIA

During my professional work at PT Epik Properti Indonesia, I was under the supervision and direction of the Human Resources Development Manager. In my professional work, I had the opportunity to participate and be directly involved in the implementation of office facility management, inventory management, and the role in improving operational efficiency. In addition, I also had the opportunity to contribute to the development of the Office's security and event management policies.

The role or responsibility of the General Affairs division is to manage various aspects of operations and employee welfare in an organization, including facilities management, security, equipment, as well as various administrative tasks and regulatory management. as well as ensuring that the organization operates smoothly and employees feel comfortable and safe.

This report provides a brief overview of the implementation of professional work in the field of General Affairs at PT Epik Properti Indonesia during a certain period. This report aims to provide an overview of the roles and responsibilities, as well as the learning gained during the working period. I hope this report will provide a comprehensive understanding of the work I do, as well as the positive contributions I have brought to the company. Furthermore, this report will assist the company in identifying areas of improvement and development that may be needed in the future management of General Affairs.

Keywords: *general affairs, roles and responsibilities, management*