

ABSTRACT

Practicing professional work is carried out at PT Eagle Tree Property which is located in Bintaro Jaya, Jl. Boulevard Bintaro Jaya, Pd. Jaya, District. Pd. Aren, South Tangerang City. At the time the intern did professional work at PT Eagle Tree Property as a Management Trainee. For 3 (three) months carrying out professional work. Practicums are in 2 (two) sections on 4 floors at PT. Eagle Tree Property is the Eagle Tree group (Admin & Agent) on the 2nd floor, and the Demikon (Construction) group on the 3rd floor. And the 1st floor is the lobby where there are admins and office boys, while the 4th floor is the directors' room. Each Practitioner section has different tasks, starting from the Admin section which is given the task of helping the continuity and effectiveness of the office in each section, and Agents are workers who act as intermediaries for house buying and selling transactions within Eagle Tree Property. And other employees who work in the office and outside the office (house building architecture, etc.). Then there is the Management Trainee section. who is given the task of assisting with all activities that take place in the office such as assisting with Admin tasks: Making house sale and purchase/rental agreements, receipts, UTJ, etc.

Key categories: Agent, Administration, Marketing Support, ,Architecture, Construction

