

ABSTRACT

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SECRETARY DEVISION PROFESSIONAL WORK ACTIVITIES AT PT MAHARDHIKA SAMUDERA SEJAHTERA

This professional work lecture report discusses professional work activities in the secretary division of PT Mahardhika Samudera Sejahtera. Involving direct observation and interaction with the secretarial team, this report provides an overall picture of the duties and responsibilities carried out in supporting company operations. Activities covered include document management, meeting scheduling, internal and external communications, as well as strategic roles in supporting company management. Apart from that, this report also discusses the challenges faced and proposed solutions to improve work efficiency and effectiveness in the secretarial division. Conclusions are drawn to summarize the findings and provide recommendations for further development in improving the performance of division secretaries in supporting company goals.

Keywords: *Professionalism, Secretary Team Interaction, Duties and Responsibilities, Document Management, Meeting Scheduling, Internal and External Communications, Strategic Role, Secretary Division Performance, Company Goals.*