

ABSTRACT

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WORK ACTIVITIES IN THE MARKETING DEPARTEMEN PT. METROPOLITAN KENTJANA UNIT PONDOK INDAH OFFICE TOWER SOUTH JAKARTA

The professional work done by Jaya Development University is to provide a comprehensive picture of the world of work and to analyze the scope of the world of work to be more knowledgeable about the real world to students. Practice carried out Professional Work at PT. Metropolitan Kentjana Tbk's Pondok Indah Office Tower PT. Metropolitan Kentjana Tbk is engaged in real estate development, rental, and management of shopping centers, apartments, offices, housing, and maintenance, cleaning, and management services. The company began commercial operations in 1975. For my practice in Pondok Indah Office Tower, which focuses on the Marketing Department and is engaged in leasing and managing offices, where the practitioner is given the opportunity to make Offering Letters, Letters of Intent, Lease Extension Letters, file documents, scan documents, update space availability, and many others that are practiced during Professional Work at the Pondok Indah Office Tower. With this Professional Work, it can help practitioners experience firsthand what the real world of work looks like. As well as being able to help practitioners apply directly to the theories given during lectures and add knowledge and experience to practitioners.

Keywords: Internship Program, PT Metropolitan Kentjana, Pondok Indah Office Tower, Marketing Departemen.