

ABSTRACT

Carla Faustina (2020021138)

SECRETARY WORK ACTIVITIES IN THE SECRETARIAT DIVISION AT PT DUTAPALMA NUSANTARA

While carrying out professional work at PT Dutapalma Nusantara, interns work under the supervision and guidance of the Secretariat. In professional work, interns have the opportunity to participate and be directly involved in the implementation of secretarial activities at PT Dutapalma Nusantara such as arranging the Board of Director's activity schedule, making budgets and carrying out CSR (Corporate Social Responsibility) activities, maintaining the filing of important documents so that they are maintained properly. neat, assisting in making GMP B+ certificates for export activities. The activities and responsibilities of the Secretariat Division at PT Dutapalma Nusantara are focused on managing the activities of the Directors and also maintaining balance between divisions by connecting communication from para-Executives to related divisions..

Keywords: Corporate Social Responsibility, secretary, director.