

ABSTRACT

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HUMAN RESOURCE DEPARTMENT ACTIVITIES ADMINISTRATION AND RECRUITMENT SECTION AS HR. ADMINISTRATION SUPPORT PT. AEON INDONESIA

Compulsory Professional Work (KP) courses carried out at PT. AEON Indonesia are located in Tangerang, Banten. In the place where the practitioner carries out KP, there are five sections: senior manager HR, manager HR, senior officer training and development, senior officer talent acquisition, and senior officer compensation and benefits. Practitioners are placed in administration and recruitment as HR administration support. PT. AEON Indonesia is a holding company that runs various businesses, including retail operations and shopping centres, headquartered in China, Japan. Within a period of approximately three months, as administration and recruitment as HR, administration support When carrying out professional work, interns are given the task of converting physical company documents to digital, printing company documents, and making work certificates for PT employees and interns. AEON Indonesia, Making payment confirmations for medical check-ups, PT employees, and interns AEON Indonesia, Sorting Candidates on Jobstreet for a Job Position, Contacting interview candidates via telephone and WhatsApp application, Inputting interview results into Interview History Excel, Guiding interview candidates into the interview room (offline), Making temporary identity cards for new employees and internship participants; making payment confirmation; making temporary ID cards for employees; and making certificates required by PT employees or internals AEON Indonesia: Make employee birthday videos every month, Archive documents, in alphabetical order, Send company files via General Affair.

Keywords: Human Resource Department, Administration, Recruitment, and HR. Administration Support.