

ABSTRACT

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PROFESSIONAL WORK ACTIVITIES AS General Affair TEAM AT PT. MAIN INDEPENDENT SUCCESS. –BELITUNG

Practicing carrying out Professional Work (KP) at PT Kian Sukses Mandiri as a human resources and general affairs team for approximately 3 months. While carrying out professional work, you become an General Affair team with the task of assisting and controlling employee work processes, especially in the kaolin mine management section. In carrying out professional work, practitioners have quite an important role in the process of sending kaolin to consumers and the number of requests is always increasing, so, practitioners must can pay attention, control, supervise employees in warehouses or mine operational areas, namely those who are responsible for supervising employees in warehouses, managing the safety of operational operators, then practitioners must count the kaolin that will come out to be sent to consumers, convey it to employees or workers in the management section, how many tons must be achieved each week, and so on until consumer demand is completed. Apart from that, the rest is to help all employee work processes carried out by the division.

Keywords: pay attention, control, supervise