

The Designing About Job Descriptions at PT. Coco Agricultura Indonesia

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Abstract

Purpose: Conducting observations at PT. Coco Agricultura Indonesia will be the target for practical work output. The implementation process is carried out after conducting what is called an interview to find information related to the job description to be used as material for designing the Job Description. During the practical work process, implementers also carry out analysis related to company SOPs, employees who are disciplined and company targets. This is included in the output design process for implementers to know the types of employee job descriptions that are the responsibility and contribution of the company that is the target for practical work.

Method: In preparing this practical work report, several methods were used. The methods used in collecting data are interviews and observations.

Practical Application: By implementing a detailed Job Description, it provides employees with a good basis for designing discipline and understanding tasks in working according to their respective duties so as to avoid confusion and discrepancies in following the updated Job Description.

Conclusion: In the process of implementing the Job Description which has been carried out by the implementer of practical work activities (KP), this activity makes PT. Coco Agricultura Indonesia has experienced a number of changes and improvements in various operational aspects and understanding of work in terms of job descriptions. With this change, the establishment of clear performance standards and detailed evaluation criteria from Job Descriptions helps in measuring employee performance more objectively.



Introduction

PT Coco Agricultura Indonesia is a private company operating in the coffee processing and hospitality industry located in Batam, Indonesia. The products produced can be adjusted to suit the needs in business development. Processed by implementing food safety and quality as well as the best HPP. Hospitality and F&B continue to be developed to meet the need for increased education and human resources in understanding service quality standards and the quality of presentation of products that have been prepared. In this way, in the company's operations, of course PT. Coco Agricultura Indonesia has a good organizational structure and has levels and positions and is responsible for every activity or operational process in each department. Based on the identification results, there are several employees of PT. Coco Agricultura Indonesia feels that satisfaction is in other ways, but on the one hand, it also does not get the point of satisfaction from the authority of the company for its employees, as well as not loving and liking their work in the direction and goals of the employees' desire to work in the PT company. Coco Agricultura Indonesia, for example, employees are negligent in their work because they cannot understand or master their own job duties and responsibilities, which can cause major problems at PT. Coco Agricultura Indonesia.

Method

In preparing this practical work report, several methods were used. The methods used in collecting data are interviews and observations. The interview data collection technique in this practical work report is by asking questions directly to employees and field supervisors at PT. Coco Agricultura Indonesia and has determined the information needed by practical work implementers and related to practical work material. Furthermore, this observation explains that the primary data collection method other than surveys is observation, namely the process of recording behavioral patterns of subjects, objects or systematic events without any questions or communication with careful individuals. In this case the author made observations and carried out practice directly at PT. Coco Agricultura Indonesia.

Result

During the practical work period which lasted for 3 months, starting from October 2023 to December 2023, the author found problems in the Job Descriptions of employees at Brand PT. Coco Agricultura Indonesia, namely Pippo Coffee Roaster. Designing the output of Job Description activities involves steps to collect, analyze and describe information related to job tasks that should be carried out in the company. A job description is a written statement regarding working conditions, what work the worker does, and how to do the job. By systematically designing the implementation of Job Description outputs, organizations can ensure that Job Description results are integrated into various aspects of human resource management effectively. Through the implementation of good Job Description outcomes, organizations can maximize the benefits of job analysis results, create a more efficient work environment and support employee growth and development. Implementation begins with updating or recreating the Job Description. This allows companies to identify internal talent that can be developed for key positions in the future. The results of the Job Description are used to create more accurate and attractive job advertisements. The selection process can be adjusted to ensure that the selected candidates have the qualifications and skills appropriate to the job requirements. Job analysis provides a basis for determining compensation and benefits appropriate to the employee's level of responsibility and contribution. This helps the company maintain an internal and external balance in the employee performance structure according to the role or position.

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Figure 1. Designing Implementation



Source: Private Documentation, 2023.

Figure 2. Result of Implementation



Source: Private Documentation, 2023.

Discussion

Based on observations and interviews that have been conducted, it can be seen that PT. Coco Agricultura Indonesia has not prepared and created Job Descriptions accurately and well so it cannot apply them specifically to the employee performance system. So, it is necessary to design a Job Description to make it easier for companies and employees to understand the responsibilities, duties and skills required for the work to be carried out. And apart from that, we also apply Job Descriptions as a reference in considering employee performance. The process of implementing practical work will be carried out with an explanation of the importance of designing a Job Description for PT leaders. Coco Agricultura Indonesia and will apply it along with the implementation of this practical work activity. Conducting observations at PT. Coco Agricultura Indonesia will be the target for practical work output. The implementation process is carried out after conducting what is called an interview to find information related to the job description to be used as material for designing the Job Description. During the practical work process, implementers also carry out analysis related to company SOPs, employees who are disciplined and company targets. This is included in the output design process for implementers to know the types of employee job descriptions that are the responsibility and contribution of the company that is

the target for practical work.

Conclusion

By going through the entire process of implementing the results of employee Job Descriptions at PT. Coco Agricultura Indonesia, it can be concluded that the steps taken to improve and develop the Job Description have provided positive and significant changes. The results of the Job Description can be used to classify jobs based on the level of difficulty, responsibility and skills required regarding the tasks required according to employee performance including identification of core and non-core tasks as well as the key role played by employees in achieving PT goals. Coco Agricultura Indonesia. Employee development is an important point in the Job Description in providing a clear understanding of the duties, responsibilities and objectives of a position. Job Descriptions provide guidance regarding the qualifications, skills, and personal characteristics needed to succeed in the position. Job Descriptions can be used as a basis for developing performance assessment criteria that are appropriate to the duties and responsibilities of the job to be carried out. Job Descriptions provide an overview of the tasks that must be carried out by employees in certain positions, assist in career development planning and can be used to identify employee training and development needs to improve the qualifications and skills required. Implementing a good Job Description can increase operational efficiency, assist in employee recruitment and retention, and provide a strong foundation for human resource development.

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