

JOB ANALYSIS FOR ADMINISTRATION AND FINANCE DIVISION IN TIRTA JAYA

A THESIS

Submitted in Partial Fulfillment of the Requirements for the Bachelor Degree of
Engineering in Industrial Engineering



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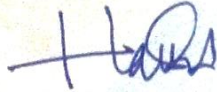
IDENTIFICATION PAGE

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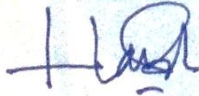
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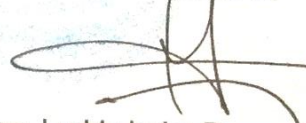
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Would like to certify that the research entitled "Job Analysis for Administration and Finance Division in Tirta Jaya" has not already been submitted for any other degree. I certify that to the best of my knowledge and belief, this thesis which I wrote does not contain the works of parts of the works of other people, except those cited in the quotations and bibliography, as a scientific paper should.

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Hopefully, this thesis might be useful for all readers.

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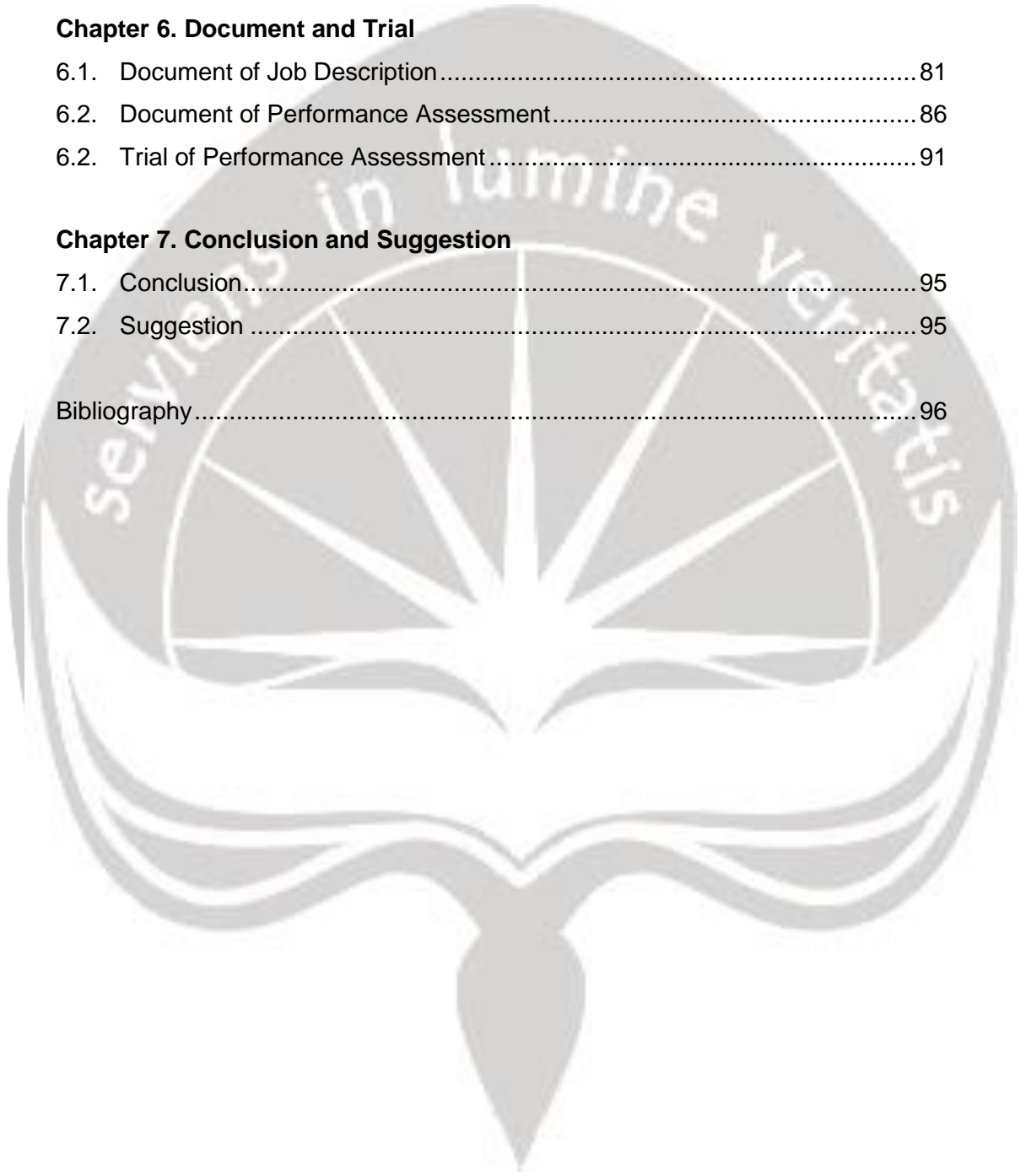
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ABSTRACT

Tirta Jaya is a transportation company which delivering fresh water for any purposes. Management of Tirta Jaya can't evaluate their financial condition since there is no people who completely take care of financial job. Currently, financial job is covered by Administration Supervisor. As company growth, Administration Supervisor mostly focus on controlling team and the financial job can't be handled. Therefore, Tirta Jaya needs Finance Division.

The purpose of this research is conducting job analysis in term of obtaining job description for Administration Supervisor and Finance as a new division in Tirta Jaya. Job description followed by performance assessment for evaluating employee's performance. Method used for this research are job analysis and information gathered from log book, interview, and Position Analysis Questionnaire (PAQ).

The result in this research are job description and performance assessment for both Administration Supervisor and Finance Staff. As the Finance Staff is still not available, the trial of assessment only done for Administration Supervisor. The score is 3.05 and it categorized as well performance.

Keyword: job analysis, job description, performance assessment