

CHAPTER II

THE GENERAL DESCRIPTION OF PT. SHINKO TOYOBO GISTEX GARMENT OF BANDUNG

This chapter explains about the company which was chosen as a place for doing job training.

2.1 PT. SHINKO TOYOBO GISTEX GARMENT

PT. Shinko Toyobo Gistex Garment is a garment company which produces clothes. The company that is based on Foreign Investment (PMA) has legal status as PT (Perseroan Terbatas) or Limited Liability Company which was established on May 5th, 1994. The owner of this company is Japanese. Basically, this company is a branch which only produces the clothes, and almost the patterns of clothes are made by the main company in Japan.

This company is on share with some companies. The largest shareholder in this company is Toyobo STC Co, with ratio of capital about 45 %. The lowest shareholder is Sakae Manufacturing with ratio of capital about 5 %. The others companies are Toyobo STC Co., Ltd with ratio of capital about 30 %, and PT. Gistex about 20 %.

In producing their products, this company supervises two factories, which are called STG 1 and STG 2. STG 1 is a factory that produces men shirt and STG 2 is a factory that produces t-shirt. All of their products are exported to the international market, such as Japan, Singapore, China, USA, Europe, and so on. The raw materials for their clothe production are also imported from other countries such as Japan, Thailand and so on, and also come from local countries, such as Jakarta, Bogor, Bandung and Tangerang

In running their business, they also always relate with many realizable Banks for their security and for their paying line. such as Bank of Tokyo – Mitsubishi UFJ, Ltd (Bandung, Indonesia), Mizuno Bank (Jakarta, Indonesia), Bank Antar Daerah (Bandung, Indonesia), and Bank Niaga (Bandung, Indonesia). This company also always relates with customs, as the gate of incoming and out coming goods.

To manage the business well, this company provides organizational structure with some divisions, such as: Human Resource includes maintenance and general division; Accounting; Production includes sample and production; Business includes financial, warehouse, purchasing and Export-Import.

Related to the place where the writer was assigned, in this paper the information of export - import division is given to give the description of the job training place.

2.2 Export-Import Division

This division is a division that is managed all about export and import goods. Their responsibilities are: making a negotiation between exporter and importer in *payment terms, delivery time, sale of conditions, insurance cost, etc*; making export planning; preparing the shipping of goods; managing the export-import document; and managing the payments, such as the tax payments and the custom payments.

This division also involves with many parties in running their export - import goods, those are: Bank or other financial institutions, which function as a facilitator of payments; Insurance, as an institution which underwriting a risk; Shipping Company or Flight, an agent of transportation; EMKL (Freight Forwarding) which manages the shipping terms of transportation to exporter and manage export documentation; Custom, as the gate of incoming and out coming goods; and Government departments, such as: The Ministry of Commerce and the Directorate General of Taxation.

Speaking about the responsibilities of this division, certainly it is required the employees who have skills in export – import and comprehend in the export – import terms. In comprehending the export – import terms, it also requires the employees who know and understand about the English language, because entirely their transactions and export- import documents are in English.

Based on those requirements of the employees, the writer was assigned in this division and was given the jobs that related in managing the export – import document.