CHAPTER II

THE BUSINESS OF DEPARTMENT OF INDUSTRY AND TRADE (DISPERINDAG) OF TANGERANG DISTRICT

2.1.1 General Description

Department of Industry and Trade (DISPERINDAG) of Tangerang District is a civil organization that works directly under the Governor of Tangerang. It is formed by Governor's decision of Tangerang number 052 year 2001 on 19th march 2001 as regards of main task. Department of Industry and Trade (DISPERINDAG) of Tangerang District formed as implementation of regional autonomy and efforts to achieve about mission and vision. It functions to provide public service, and creates good business especially on industry that would be raising economy activity.

The main job of Department of Trade and Industry of Tangerang District is to implement decentralization and to make the tasks given by the Government. It establishes the basic and Trade Office of South Tangerang District to formulate technical policy in accordance with policies that based on legislation in force by the Head of the Region rules, the development guidance of Chemical Industry, Agro, forest, Metal, Machinery, Electronics and Miscellaneous, coordination of Domestic

Trade Development, Management of administrative affairs, Technical Implementation Unit of Office Manager.

In this job training, the writer was assigned in Succofindo Unit as General assistant.

2.2 Description of Succofindo Unit in Department of Industry and Trade Tangerang district (Disperindag)

Succofindo office is located on the 3th floor of Department of Industry and Trade Tangerang district (DISPERINDAG). The Head of Succofindo is Mr Agus Budianto, and The Vice of Succofindo is Mr M. Sahur.

Succofindo tasks are including, as follows:

1. Handling office facilities, computer.
2. Managing data shipping preparation
3. Checking emails from exporter
4. Scanning document before shipped

Holding important works causes Sucoffindo have a deal office. All tasks which are handled by Sucoffindo should be done through computer as media bussiness. However, the documents are coming mostly in and out are written in english and bahasa, and it should be replied in english and bahasa too before shipped to other

countries. In this case, as an assistant, the writer was asked to handle this job. The writer not only handled checking documents but also did additional job such as signing and printing documents. After all documents had been signed, they should be copied and filed based on their categories to prevent abuse file.

2.3 Job Position and Coordination

2.3.1 Job Position

The writer was assigned as Succofindo Assistant at Department of Industry and Trade of Tangerang district. The jobs that were given to the writer including checking, printing and signing documents.

2.3.2 Coordination

During job training process, the writer coordinated with some staff of Succofindo crew and Head of Promotion of Product and Information as in the following:

1. Dwi Eka Aprillia Putri, SA.p, M.Si, she is the Head of Export & Import, her duties are executing, and monitoring projects based on schedule The writer coordinated with Dwi Eka Aprillia Putri, SA.p, M.Si to print the document.

2. Faisal, he is the Head of Promotion of Product and Information, his duties are handling to hold such official events such as annual anniversary, employee gathering and many others. The writer coordinated with Faisal to check the document.

3. Tauhid, he is Exchequer, his duties are handling vehicle operation maintenance, managing driver, and providing office facilities. The writer coordinated with Tauhid to sign the document.

3.2 Responsibilities

During the Job Training, the writer had responsibility to contribute in achieving the objectives of the organization. At the first day, the writer got socialization about job description that the writer would have. The writer was informed by Head of Promotion of Product and Information Mr. Faisal, he gave instruction about how to help other staffs. Monday until Friday the writer should attend morning at 09.00 Am till 03.00 Pm. Mostly, the writer was asked to make a database of list certificate of origin forms. First, the writer collected documents. Second, the writer signed address destination of documents. Third, the writer divided documents into two, Certificate of Origin preference and Certificate of Origin non-

preference. Last, the writer was given duty to check the data, which it has been created database and edited by Sucoffindo crew. After it finished, the writer needed to copy and to file documents for exporter and office.