CHAPTER II

THE GENERAL DESCRIPTION OF PT. INTI

2.1 The General Description

PT. INTI is one of public company providing the public the communication facilities to maintain the networking and the electrical toolkits. This company has been a big partner of the big four company which run on the cellular phone such as *telkomsel, indosat, satelindo, bakrie esia* to provide them the networking system for public in Indonesia. This company also has been recognized public as company that produced the top-grade product for many years.

PT INTI, as a big company, have six central management such as *business development* includes company secretary, internal auditor, main directorate, and expert team, *finance* includes accounting, finance, information system and technology, expert team and financial direction, *HR & General affair* include human capital management, general affair, and legal & compliance, *sales and marketing* include costumer team, sales engineering , sales operational, and *operation and engineering* include operation & engineering, project management, operating procurement &

logistic, production & after sales, product development, expert team, operation and engineering directorial, to maintain the company specifically.

As accommodation from Mr. Agus Kurniawan, Assistant of HRD division and responsible of the students who purpose to be member of job training, the author placed into the HR division and General affair. Both divisions are functioned to develop and make wide intern network.

In the HR division, the author was functioned as the translator English – Indonesia. In this division, there are so many books, letters, and documents from abroad which still need to be translated. The author translated the referential book titled “developing organizational talent”. This booklet will be used by this division itself as one of source in their workshop.

In the General affair division, the author presented the purpose of the booklet to some related employees. The result should be informed to some employees and the managers who need the content of this book. Some of the divisions need the development to develop their employee skill.

2.2 Human Resources Division

This division, headed by MR. Acmad Djaelani, is dedicated to a better understanding of how work organization can perform effectively by better management of their human resources.

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In the first week, the author accommodated by other staff in this division to design work plane for job training. The staff provided the author the result scan of the booklet. The booklet result has been given to the author in two type; softcopy and hardcopy. In addition, the author can translate the booklet at home. Finally, the author can finish the source in three weeks. The result of the translation should be given to Mr. Djaelany to be corrected by him.

2.3 General Affair Divisions

The result of the translation is the escort for the workshop and the foster of development activities for employees. As division needed the development organizational talent for his employee, the General Affair Division needed more effective information about this booklet content clearly. So that, Mrs. Witarsih, the manager of general affair division, ask the author to make presentation for some sub division manager in order to make them competitive to develop their employees. The presentation which was arranged by Mrs. Witarsih accommodated by Mr. Djaelani told about the related content of the booklet.