CHAPTER II

DEPARTMENT POS INDONESIA

UNIVERSAL POSTAL UNION (UPU)

2.1 DEPARTMENT POS INDONESIA

PT. Pos Indonesia is stated-owned company operating in postal services or services used to deliver goods such as, mails, parcel, logistic, and trustworthy financial services.Indonesia post office is the oldest institution that still exsist nowadays. Since the establishment the first post office in Batavia on the 26th of August 1746, the post office has been growing important because alot of people used the post office services. In colonization time, the post office is divided based on the structure of military rule occupied in each island of Indonesia.In Relation to the changes happened in Indonesia, the post office made an action in order to remain competitive by changing the status of Perum Post and Giroto become PT Pos Indonesia.

In PT. Post Indonesia, there are some Divisions such as: Marketing, Finances, Logistics, Human Resources, International Relation, etc. The role of International Relation Division is managing about in and out the letter from the other countries and also to maintain a good relationship between countries and post worldwide.

2.2 Position and Coordination

The writer was assigned in International Relation Division as an editor. The International Relation Division is about managing the in and out the mails to other countries, make a relation with the other postal countries.

In International Relation Division, the writer coordinated with the Assistant Manager of International Relation Division. The writer has to edit text such as Letter Post Manual and UPU's article. After all had finished, the writer gives the result to the assistance manager of International Relation Division.

2.3 Responsibilities

During the job training, the writer has a responsibility to edit the text such as, Letter Post Manual and UPU's article. When edited, the writer finds the grammatical mistake and the inappropriate choice of words. After all has finished, the writer gives the result to the assistant manager of International Relation Division.

The Letter Post Manual gives the reader immediate access to all the information about common rules applicable to the international postal service and the provisions concerning the letter post and parcel post services which binds all member around the world. Thus, it is necesary to make sure that the letter post gives a clear information to the reader. This is the reason that makes the writer interested to take it as the topic of job training research.