

**Kata kunci :** Analisis Jabatan, Uraian jabatan, Persyaratan Jabatan.

### ***ABSTRACT***

*PT. Sempurnindah Nusantara is a manufacturing company engaged in the manufacture of imitation leather. The company's development is strongly influenced by the human resources that are inside. Job descriptions are precise, complete and in accordance with company developments, will help any incumbent running job responsibilities. However, preparation of job descriptions is not easy, especially if done through job analysis. One problem in this company is a need for the preparation of job descriptions and job specification for office holders to maximize the performance of the incumbent. Job descriptions and job specification the company needed to do duty in accordance with the obligations and responsibilities of each in order to avoid overlapping of work and create a new standard for office holders to be able to meet the criteria for the conduct of the job description.*

*Job analysis study was conducted to assist PT. Sempurnaindah Multinusantara complete the job analysis results document that will be used in accordance with the functions of the job analysis. The variables studied include the identification of office, an overview of the position, duties, supervision, relationship with other office holders, machines and tools used, working conditions and matters concerning the spesification for the position. The study is limited to positions in the production department. The results of this study can be utilized for the performance of the functions of human resource management. The description can also be used for the formulation of job-related performance standards. Based on the results of job analysis can be known to the problem of organizing that needs to be addressed. Another important thing, the result of job analysis this will be useful for the preparation of job anlaysis in the future.*

**Keywords:** Job Analysis, Job description, job spesification