

## **ABSTRACT**

*PT MPZ is a manufacturing company that focuses on the production of bags, clothes, and pants. In 2021, the company experienced a decrease in revenue from the government sector as a result of the sales strategy carried out by the Sales was not optimal. This happens because of the lack of job training on sales strategy that should be obtained by employees. This problem occurred because the Human Capital & General Affairs as the part responsible for human resource development was unable to realize job training activities for departments in need due to changes in the organizational structure which resulted in no clear job descriptions for all position holders. Thus, this research was conducted to design a job analysis that includes job descriptions and job specifications for all employees in the department and is tailored to the needs of the company so that employees are able to work optimally, know job descriptions clearly, and can work together in realizing work activities that are carried out optimally. must be carried out by the department.*

*The design of job analysis was carried out using the Benchmark with the data collection methods used were questionnaires and interviews. Benchmarking is carried out with competing companies or companies that have the same line of business as PT MPZ. The job analysis design produces job description documents and proposed job specifications for 19 positions in the Human Capital & General Affairs. The proposed task description contains information on general objectives, duties and responsibilities, authority, supervising and supervised positions, work relations, work locations, and work aids. Meanwhile, the proposed job specification contains information on age requirements, gender, work skills, education, work experience, job training, physical requirements, and mental requirements.*

**Keywords: Job analysis, Organizational Structure, Job Description, Job Specifications, Benchmark.**