

ABSTRACT

Human Resource Management (HRM) is an important aspect in the success of an organization. In this era of globalization, where the faster and higher competition between companies or organizations, companies are required to have superior human resources to be able to compete with competitors.

One of the factors that make human resources more effective is the existence of a Job Profile. Job Profile is a comprehensive description of the duties, responsibilities, qualifications, and skills required in a job position. With the Job Profile, employees can focus on the work they do, because the Job Profile provides clear task boundaries.

This research uses qualitative research methods using data analysis techniques with the Miles and Huberman method. Where the author collects data using the Interview method, then the data obtained will be reduced and presented as clearly as possible so that it is easy to understand.

The discovery of harmony between the two sources, makes it easier for the author to form a Job Profile this time, where in the Job Profile the author divides it into Job Description and Job Specification.

This research uses data analysis techniques with the Miles and Huberman method, with the development of the times, it is hoped that future researchers can use new analysis techniques, to get more varied results.

Keywords: *Human Resource Management, Job Profile, Job Description, Job Specification*