

ABSTRACT

PT XYZ is a company engaged in the field of food services, especially as a catering vendor for companies, which produces food according to the number of orders every day, along with the increase in company contracts and orders every month, PT XYZ is unable to fulfill several existing production orders in the 2022-2023 period so that it affects the company's revenue. This was caused by incomplete job description information that led to role ambiguity and overlapping work. Therefore, this research will design a job analysis using the multimethod method in the position of managers and staff of PT XYZ, because in the company's work environment managers and staff play a role in the entire process of planning and managing production. The design of job analysis produces job description documents and job specifications for 13 positions. The job description contains information about the identity of the position, position summary, duties and responsibilities, authorities and obligations, work relationships and working conditions. Meanwhile, the job specifications contain information about educational background, experience and competence. With the existence of job analysis, it can guide employees in carrying out their duties and responsibilities appropriately to achieve company goals.

Keywords — Job Analysis, Job Description, Job Specification.