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| **PT PERTA LIFE INSURANCE** |

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| **URAIAN & PERSYARATAN JABATAN** |

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| **1. INFORMASI UMUM** |
| Nama Jabatan | Customer Service |
| Pangkat |  |
| Unit Kerja / Direktorat | Job posisi pertalife |
| Atasan Langsung |  |
| Bawahan Langsung | 0 | Jumlah Bawahan | 0 |
| Lokasi Kota |  | Provinsi |  |
| **2. PERSYARATAN JABATAN** |
| **SPESIFIKASI UMUM** | **SPESIFIKASI TEKNIS** |
| **Umur** |  | **Pelatihan** |  |
| **Pendidikan** |  | **Gelar** |  |
| **Pengalaman** |  | **Profesi** |  |

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| **KOMPETENSI** |

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| INTI | LEVEL |

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|  | **3. KEDUDUKAN DALAM STRUKSTUR ORGANISASI** |
| **Supervisor Position** |  |  |
| **Position** | Customer Service | No Employee |

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| **4. URAIAN TUGAS** |
| **TUJUAN UMUM JABATAN** |

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| **TARGET OUTPUT - TUGAS - KEWENANGAN** |
| OUTPUT | MEASURES & KPI | TUGAS/AKTIVITAS | FREK | KEWENANGAN |

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| **6. HUBUNGAN KERJA** |
| **Dalam Perusahaan** |
| User/Pengguna |  |
| Pekerja |  |
| **Ke Luar Perusahaan** |
| Vendor |  |

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| **7. PENGAWASAN** |
| **Mengawasi** |
| Jabatan yang diawasi | Jumlah Pejabat | Pekerjaan yang diawasi | Frekuensi |
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| **Diawasi Oleh** |
| Jabatan yang mengawasi | Pekerjaan yang diawasi | Frekuensi |
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| Catatan Khusus: |

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| **Saya menyatakan bahwa saya telah mengerti dengan sebenarnya tugas dan tanggung jawab dari posisi/jabatan ini.** |

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| Pemegang Jabatan, | Atasan Yang Bersangkutan, |
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