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|  | |  | | --- | | **PT PERTA LIFE INSURANCE** | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |
|  | |  | | --- | | **URAIAN & PERSYARATAN JABATAN** | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  |  | | --- | --- | --- | --- | | **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** |  | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |
|  | |  | | --- | | **KOMPETENSI** | | | | | | | | |  |
|  | |  |  | | --- | --- | | INTI | LEVEL | | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  | | --- | --- | --- | |  | **3. KEDUDUKAN DALAM STRUKSTUR ORGANISASI** | | | **Supervisor Position** |  |  | | **Position** | Customer Service | No Employee | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |
|  | |  | | --- | | **4. URAIAN TUGAS** | | **TUJUAN UMUM JABATAN** | | | | | | | | |  |
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|  | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **TARGET OUTPUT - TUGAS - KEWENANGAN** | | | | | | OUTPUT | MEASURES & KPI | TUGAS/AKTIVITAS | FREK | KEWENANGAN | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |
|  | |  |  | | --- | --- | | **6. HUBUNGAN KERJA** | | | **Dalam Perusahaan** | | | User/Pengguna |  | | Pekerja |  | | **Ke Luar Perusahaan** | | | Vendor |  | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | |  |  |  |  | | --- | --- | --- | --- | | **7. PENGAWASAN** | | | | | **Mengawasi** | | | | | Jabatan yang diawasi | Jumlah Pejabat | Pekerjaan yang diawasi | Frekuensi | |  |  |  |  | | **Diawasi Oleh** | | | | | Jabatan yang mengawasi | | Pekerjaan yang diawasi | Frekuensi | |  | |  |  | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | |  | | --- | | Catatan Khusus: | |  |  |  |  |  |  |  |
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|  |  | |  | | --- | | **Saya menyatakan bahwa saya telah mengerti dengan sebenarnya tugas dan tanggung jawab dari posisi/jabatan ini.** | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  | |  |  | | --- | --- | | Pemegang Jabatan, | Atasan Yang Bersangkutan, | |  |  | |  |  | |  |  | |  |  | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |