

CHAPTER II

COMPANY'S PROFILE

2.1 The history of PT. Guna Mekar Industry

PT Guna Mekar Industry is the company that runs packaging business industries, buying and selling properties and renting heavy machines, it was built on 15 December 1986 and was legalized by Mr. Sudomo and Mr. Hartarto as the “minister of human empowerment” and “Minister of industry”.

At that time, the leader of the company was Mr. Gunawan and with his leadership, the company was growing faster. This company produced plastic film, PVS film and cover (the example is AQUARIA film), snacks' cover (the example is *crispy's* cover, TimTam cover, and etc). In 1999, Pt Guna Mekar Industry's leader was changed. The new leader was Mr. Setyo Budhy Irawan.

PT. Guna Mekar Industry's is located at Tambak Aji number 07 street (Ngaliyan, Semarang). PT Guna Mekar Industry has organization structure with Mr. Steno Budhy Irawan as the General Director, and Mr. Suwanto and Mr. Wiranto as vice directors, both of them are Mr. Irawan's brothers.

2.2 Vision, Mission, and Motto

2.2.1 Vision and Mission: To be most comprehensive, creative, innovative and flexible packaging industries in order to compete in the international packaging industry.

2.2.2 Motto: To create the best innovative products continually.

2.3 Structure of Organization

Organization's structure in PT. Guna Mekar Industry is flexible. It means every time PT. Guna Mekar industry wants, it can do adjustment without totally changed. Leader of PT. Guna Mekar Industry is a president director that has an assistant and General Manager in the descent level as described in the following chart of the organization structure at (chart 2.3) PT. Guna Mekar Industry.

The job descriptions of each staff at PT. Guna Mekar Industry's structures are:

1. President director

The president Director is the person leading PT. Guna Mekar industry. The job descriptions of the president director are:

- a. Coordinating all of manager's activities to achieve company's purposes.
- b. Deciding company's task that is appropriate for the general task.
- c. Being responsible to all plans and tasks that are decided by company.
- d. Creating relationship with other departments.

2. Vice president director:

The Vice president Director is the person who is pointed by president director; vice president should be responsible to president director. The job descriptions of the vice president director are:

- a. Being responsible for the marketing and production processes.
- b. Developing market and increasing the sales volume.
- c. Monitoring production material and helping the production processes.
- d. Helping to increase the human resource especially in production and marketing.
- e. Helping the director and monitoring the system that company has.

3. General Manager:

The General Manager is the person who is responsible for the managers. They are selling manager, buying manager, storage manager, planning and process product manager, production manager, QC manager, HDR manager, project manager, and administration manager.

4. Production Manager:

Production Manager is the person who has responsibility for production process, from printing until *vacuum forming*.

Job descriptions of this production manager are:

- a. Creating plan production and increasing the quality of the products.
- b. Establishing system quality which appropriate for the standard procedures.
- c. Keeping production continuity by maintaining the machine condition.
- d. Cooperating with sales manager to fulfill customer's demands.
- e. Being responsible for the quality of production processes.

5. *Sales manager:*

The responsibilities of sales manager are:

- a. Being responsible for marketing and selling.
- b. Collecting input from customers to manager QC about products quality.
- c. Doing market expansion.
- d. Creating marketing including packaging and way of delivering.
- e. Being responsible for buying contract with customers.
- f. Taking return and return product from customers if the products are not appropriate with customers' standard quality.

6. *Purchasing manager:*

The purchasing manager is the person who is responsible for planning and buying strategy producing resources and addition resources. This division is directly with warehouse division for knowing information about the stock resources and the other addition resources.

7. *Storage manager:*

The storage manager is the person who is responsible to resources of producing, half of finishing product resources, and finishing product. His \ her job are including inspection of producing resources from suppliers producing product, controlling check in, check out and producing resources used, getting relation ship with quality control division to monitoring of half finishing product which is going to be sent to the costumers.

8. *Product process plan manager*

This Product process plan manager is responsible for planning the product which one will be produced and handle about process production for creating the product. About planning process and product to each demand is different.

The job and task of this manager are including:

- a. Creating film and cylinder which will be used in the printing section.
- b. Creating molding of vacuum forming process.
- c. Preparing about schedule and production's plane.
- d. Doing confirmation with warehouse division about stock making resources and finishing resources.
- e. Making buying order.
- f. Doing planning and controlling products.

9 *QC and laboratory:*

Responsible for system quality and have authority of monitoring some products to ensure the products will operative. His responsible and tasks are:

- a. Being the representative who is responsible for the products.
- b. Doing evaluation and monitoring the product to become appropriate with company's standard quality.

- c. Doing and coordinating meeting about the product.
- d. Helping and evaluating when there are some corrections of the product.
- e. Helping about planning quality.
- f. Cooperating with manager personally and general manager about remarking about companies which distribute of ingredient resources.
- g. Taking care to the quality of the product.
- h. Taking care of customer's suggestions and criticisms about quality product and starting to solve the problem until finished.
- i. Choosing of appropriate statistic technique.

10. *Accounting and calculation:*

This person has jobs for writing and calculating all transactions which already done in the company.

11. *HDR manager:*

A HDR manager is under the director and his /her jobs are:

- a. Planning and developing human resource.
- b. Monitoring human resource services.
- c. Doing administration office, monitoring human resource, administration, and human resource documentation.

