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E. BAGAN ORGANISASI (*minimal 1 level di atas& 1level di bawahnya*)



Keterangan Bagan Organisasi

Melaporkan kepada :

- Atasan langsung : IT Spv

Membawahi :

- Bawahan langsung : -

F. HUBUNGAN KERJA

Bagian	Hubungan Pekerjaan	Frekuensi
IT Spv	Konsultasi dan pelaporan pelaksanaan tugas	Harian, Mingguan
Semua Departemen	Perbaikan / perawatan software & hardware	Harian
Accounting, GA	Permintaan pengadaan barang dan permintaan pembayaran.	Harian, Mingguan

G. BIDANG TANGGUNG JAWAB UTAMA

- Merawat dan mengontrol jaringan client-server, infrastruktur, peralatan serta perlengkapan IT.
- Mengontrol dan supervisi terhadap integritas data, melakukan perbaikan atau editing.
- Kontak dengan pihak vendor di dalam pengecekan biaya, permintaan quotation, membuka purchase order atau pembelian langsung hingga penerimaan, dan klaim garansi.
- Melakukan backup semua data transaksi daily perusahaan.
- Sebagai administrator untuk program Zahir/ERP.
- Bertanggung jawab dan memberikan laporan ke Supervisor IT.
- Laporan deteksi dan atau memperbaiki kerusakan sistem operasi komputer dan dokumentasi pengelolaan komputer.

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H. WEWENANG PENGAMBILAN KEPUTUSAN DAN PENGAWASAN

1. Konsultasi dan melaporkan kepada atasan jika ada permasalahan pada pelaksanaan tugas rutin.
2. Koordinasi dengan atasan mengenai pembelian peralatan baru (software/hardware).

Telah dibaca dan dimengerti.

(_____)

Tgl.

Dicek oleh ,	Diketahui oleh,	Disetujui & di-sahkan oleh
Kepala Bagian	HRD	Direktur
Tgl.	Tgl.	Tgl.