

Chapter 1

INTRODUCTION

1.1. Place and Time of Observation and Interview

Every Diploma III student of English Language Program of Satya Wacana Christian University has to do an observation according to the concentration or major that they take during the study. This observation aims to give students a deeper knowledge and understanding toward the fields of interest. The writer took office administration as the major and did the observation in Yayasan Kristen Trukajaya. This institution runs the program of village society development. The observation conducted on April 2, 2015 and it focused on the correspondence activity which is done by the secretary.

1.2. Company Profile

Yayasan Kristen Trukajaya located in Jalan Cemara 2 Number 65 Salatiga, Central Java. This institution runs a development program of village society in Central Java and East Java for food security and alternative energy. When doing the activities, Yayasan Kristen Trukajaya cooperate with other institutions such as domestic and foreign institutions, church, and also local government.

There are 20 staffs who work to give seminars and make researches about alternative energy and food nutrition. The work of the program is divided into two divisions: rural development and concern productive unit. This company has 8 hours working time, starts at 8

a.m until 4 p.m from Monday until Friday. And this is the organization structure of Yayasan Kristen Trukajaya :

Founder : Pradjarto D.S
Pdt Yahya Tirta Perwira
Tertib Sutarto

Supervisor : Pdt Waluyo Sejati
Suharsono

Manager : Pdt Widi Atmodjo
Suwanto Adi
Elizabeth Penty
Saptono
Kristin D

Executive Director : Kristin Damayanti

Manager of Program : Ratna Puspitaningtyas

Manager of Concern Productive : Bagus Indra Kusuma

Manager of Finance : Sri Rahayu Ambar Wati

Administration Staff and IT : Yunus Effendy

Rural Development Staff : Daud Kristianto
Eko Kristianti
Widhi Nugraheni Dwi Lestari
Eny Setyowati
Cornellius Herdita
Eli Supriyatno

Concern Productive Unit Staff :

- Green Shop : Benny Kurniawan , Chamid
- Micro Finance : Epilia Widyastuti , Krisyadi

- Training Centre Puspapari : Eunike Widhi Wardani , Sutrisno
- Finance Staff : Indah Triyassanty (accounting) ,
Maniken Duhita Agushtinus (cashier)

In this company, the function and the tasks of administration staff and secretary are almost same.

1.3. Interviewee Profile

The writer interviewed the secretary or administration staff in Yayasan Kristen Trukajaya, and his profile is as follows :

- Name : Yunus Effendy
- Position : Administration Staff
- Length of Work : More than one year
- Sex : Male
- Education : Information Technology

