

**WORKING SYSTEM OF MERCHANDISING DEPARTMENT
AT PT. PANTJA TUNGGAL KNITTING MILL IN
SEMARANG**

PAPER

**Presented in partial fulfillment of the requirements
for the completion of Diploma III Program
of the English Department Specialized
in Office Management**



By :

Hartatik

C21.2002.00360

**FACULTY OF LANGUAGES AND LETTERS
DIAN NUSWANTORO UNIVERSITY
SEMARANG
2006**

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PERPUSTAKAAN
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PAGE OF APPROVAL

This paper has been approved by Board of Examiners, Diploma III Study Program of English Language, Faculty of Languages and Letters, Dian Nuswantoro University on February 13, 2006.

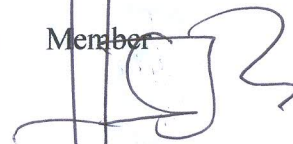
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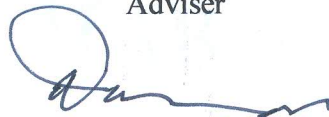
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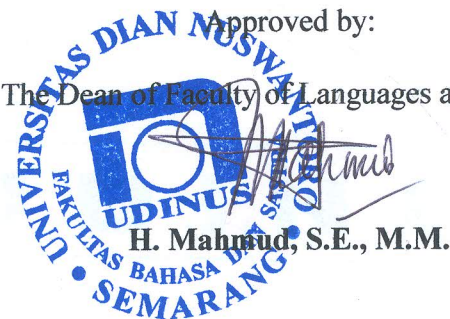
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ABSTRACT

This paper entitled "Working System of Merchandising Department at PT. Pantja Tunggal in Semarang" is the result of field study conducted for 1 month (1-28 February 2005) at PT Pantja Tunggal Knitting Mill in Semarang. The study was aimed at describing the working system of merchandising department at PT. Pantja Tunggal Knitting Mill in Semarang.

The data of this study were collected by using interview, observation and library research. The interview method was conducted to collect the data of merchandising department at the company. The observation method was aimed at understanding the working system of merchandising department. The data from library research meant to serve as reference for the writer in developing this paper.

From the study, it can be concluded that working system of merchandising department at PT. Pantja Tunggal Knitting Mill in Semarang includes:

1. Accepting Orders.
2. Arranging Material List.
3. Arranging Work Sheet.
4. Processing Orders.
5. Delivering the Jackets.

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