

CHAPTER III

COMPANY BACKGROUND

3.1 HISTORY OF COMPANY

Super S.A Roof-tile Company is company that moves in the material industry especially in business roof-tile and located in Jatiwangi, Cirebon, West Java. This business established in 1983 by Mrs. Saniiah. The first capital was from borrowed from her brother. And the type of this business is individual business.

For the first time, company only produced one type of roof-tile that was plentong type. And the process of the production used traditional ways, which is different from now, company used modern machines to produce the product, like machine to cut the wood; process the clayey (molen machine); and mold machine. In the process of burning, company still uses the old ways that is oven that made from the brick.

Super S.A Roof-tile Company in Budur village, Jatiwangi sub district, in the regency level II of Majalengka. For the first time, company only had 1 processing machine, 1 oven with capacity 2000 of roof-tile, and 15 employees. Super S.A Roof-tile Company had a long process before reaching the success as the company now. Following with the development in our country, the demand for roof-tile increases. Because of that, the owner thinks that she grow this business to fulfill the demand for roof-tile and also to compete with the

others that have the same type of business. To expand this business, of course the company needed bigger capital. And the way that is used is set a half of the benefits from the selling and also with sold a half of individual wealth to add capital.

In 2000, company had already 4 mold machines, 3 processing machines (molen machine), 25 drying racks and 2 ovens which has capacity around 10,000 of roof-tile per unit oven. And for the distribution channel, Super S.A has distribution channel in Majalengka, Cirebon, Tegal, Karawang, subang and Sumedang.

3.2 LOCATION OF COMPANY

The location of Super S.A Roof-tile Company is in Budur village, Jatiwangi sub district, Regency level II of Majalengka. This location is strategic enough because it is in on the main way of Budur street- susukan. Because the location is strategic, the company is easy to get raw material and auxiliary material, easy to get employee, and for the konsumen it is easy to reach the location.

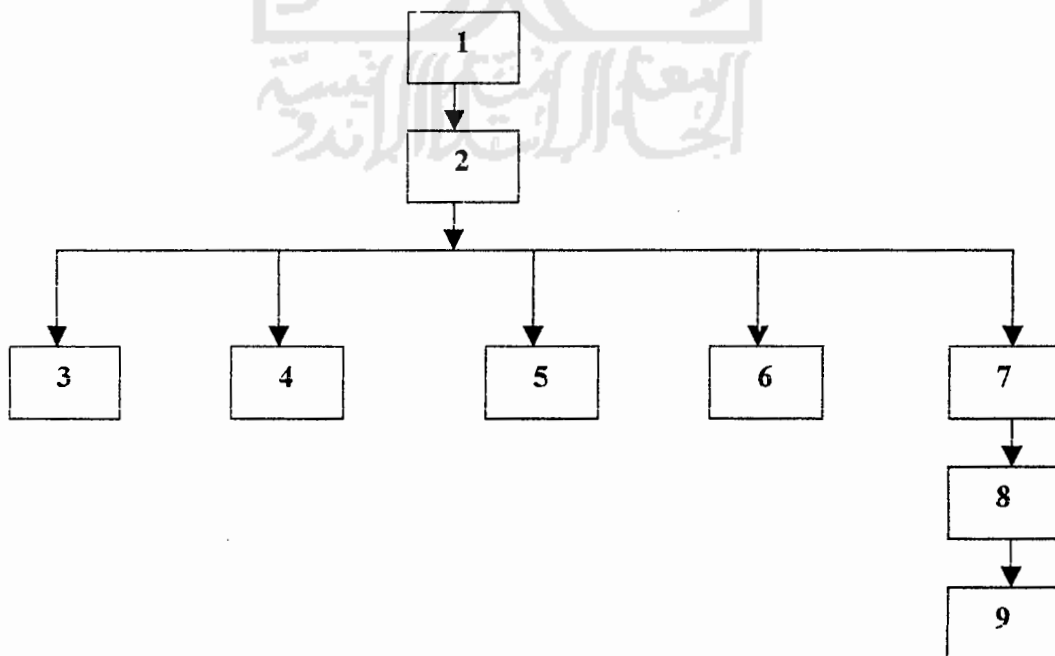
3.3 STRUCTURE OF ORGANIZATION

To create a good work relation in some organizations it needs some coordination, which has its aim a plan. Coordination involves creating channels of communication among people who perform different kinds of work and who view the organization differently, depends on the work they

perform. Therefore, coordination is the integration of the activities of the separated parts of an organization to accomplish organizational goals.

Organization structure describes work relations in organization between managers and the members of an organization. Work relations related with distribution of work in each department. Besides that, the other important activities are arranged between rights and duties or they are feedback for task between manager and the members of an organization. Structure organization itself is arranged properly with the company is needs. Likewise Super S.A Roof-tile Company also arranges structure organization appropriate with the company is needs. With the growth of company, so structure of organization of Super S.A Roof-tile Company will grow in accordance with the situation and condition of company. And for the clear description of the organization structure of Super S.A Company we can see in the picture 3. 1

figure 3. 1: Organization Structure of Super S.A Roof-tile Company.



Where:

- | | |
|---|-----------|
| 1. The owner | : Sanilah |
| 2. Manager | : Warmo |
| 3. Division of Administration and Finance | : Enny |
| 4. Division of Personnel | : Wasmo |
| 5. Division of marketing | : Mamang |
| 6. Division of Warehouse | : Warkam |
| 7. Division of Production | : Uki |
| 8. Supervisor | : Surnata |
| 9. Employee | |

As we can see, organization structure of company is functional structure type. Functional structure is a form of departmentalization in which individuals engage in one functional activity, such as marketing or finance, are grouped into one unit. In functional structure, people with similar skills or specialization who perform similar activities work together under a general manager.

And the tasks of each division are:

3.3.1 The tasks of owner:

- Gives authority for manager to manage the company
- Asks to manager to report responsibility a periodically

3.3.2 The tasks and authority of manager:

1. Planning

The following tasks and authority of managers are:

- Determines the objectives of company
- Determines the policy of company
- Arranges the work schedule of company
- Determines the people who will be implemented in the work schedule

2. Direction

Is the effort of manager to move subordinate, in order to process the organization and coordinate what company's objectives, so it can be realized.

3. Coordination

Managers coordinates the subordinate in doing the tasks, thus, activity of company can run suitable with the work schedule.

4. Organizing

To do the work schedule that has already been arranged, the company needs a work team or generally called as organization. Here, the organization divides the tasks, so between manager and subordinate has a clear task about their division.

5. Controlling

The purpose of controlling is to make sure that the activity runs well and to know the management policy that the company uses whether it good enough or not for the employee.

3.3.3 The task and authority of personnel division:

The tasks of administration and finance division:

- Operate company's finance
- Responsible for storing document and secret of company
- Make a note as a systematic for all the transaction
- Make financial statement
- Make audit of realization all the company's transaction
- Prepare for arranging budgets calculation

The tasks of personnel division:

- Coordinates and looks for workforce problems
- Tries to make prosperity for employee
- Controls the employee's work
- Gives some warning to the employee who breaks the rules
- Makes a list of salary and
- Records the number of employee that company has.

The tasks of marketing division:

- Finds costumers that need roof-tile
- Markets the product

- Arranges the selling problem and shipping the product to the consumers
- Makes selling statement

The tasks of warehouse division:

- Haves responsibility for storing raw materials and final product
- Controls the product and also make a note for product that come and out
- Makes a report for product that come and out every week
- Arranges and submit report for supply of raw materials as a periodic
- Prepares raw materials that appropriate with the need

The tasks of production division:

- Controls the activity of production
- Arranges for cost budget and production
- Makes schedule of production
- Decides procedure that related with the process of production as a whole
- Haves responsibility to the divisions that still in the level of production division

The tasks of Supervisor:

- Controls employee directly in the work place
- Haves responsible to the division of production
- Gives attention to the quality of product (roof-tile)

3.4 PRODUCTIONS AND PROCESS PRODUCTION

3.4.1 Product of company

The productions of Super S.A Roof-tile Company are:

1. Plentong type = 29 x 20,5 cm
2. Turbo type = 30 x 18 cm

3.4.2 Raw materials and the auxiliary material

□ Raw material

Raw materials that is used in this process of production are:

1. Clayey

Clayey is a staple supply to make roof-tile. And the characteristics for a clayey are clay, yellowish colored, and free from stone.

2. Sand

The function of sand is to mix a clayey. And characteristics for sand are: the color is black, and the structure is very small.

□ Auxiliary materials

The auxiliary materials that used in this process of production is like:

1. Kerosene

Kerosene is used to make easy the process of mold and in the process of burning.

2. Origin oil

Origin oil is used as a mixture between origin oil and kerosene, and the comparation is 2:1

3. Firewood and diesel fuel

Firewood and diesel fuel is used in the burning process of roof-tile

3.4.3 Equipment

1. Press machine

Is a machine that is used to mold type of roof-tile that company will produce.

2. Mold machine

Molen machine is used to mix clayey and sand become roof eaves.

3. Coaster for roof-tile

Coaster is used as a buffer of a roof-tile after roof eaves have molded.

4. Rack

Rack is used to store roof-tile that approximately dries.

5. Drying place

Drying place is place to dry roof-tile. This process is begun after roof-tile kept in the rack.

6. Place for burning

Oven is used to burn roof-tile or finishing process in the process of production.

3.4.4 Process of Production

a. Raw materials

Raw material here are clayey and sand. To get a good quality of clayey, the clayey should pile in the outside room. The purpose is

to make clayey easy shattered. The clayey that is used by company is the clayey that company buys from Jatiwangi. And for sand it is better if the sand does not need to pile.

b. Processing of materials

In this process, clayey pour with the water and then clayey stepped. The purpose is to make process of crushing of clayey faster. After that, clayey is moved to the mold machines and ready for processed into roof eaves.

c. Mold process

In this process, first of all employees smear oily substance on the mold machine. And then, roof eaves are put in the mold machine and the result is a roof-tile. After that, roof-tile put in the coaster and then employees finish the side of roof-tile with special knife. This knife is made from plastic.

d. Draining

The next process after mold process is draining process. Here, roof-tile put to the rack. The time needed in this process is around 1 - 2 weeks in the dry season and 3 -4 weeks in the rainy season. If the side of roof-tile turns pale, the process of draining is moved to the outside of room. Draining in the outside have purpose to make the process faster and this process need 2 days.

e. The Burning Process

First, characteristics for roof-tile before the roof tile is moved to the oven are: minimum contains 5 - 7 of waters and the surface of roof-tile is already dried. Roof-tile arranged in the rack of oven and the process of burning will begin. Temperature in the oven for the first is at least 150 degrees and the temperature increases step by step until the temperature in the oven is 900 - 1,000 degrees, and if the temperature already reach 900 -1,000 degrees the process of burning is finished.

f. The Election process

After the burning process finished, the next process is election process. In this process does not use special tools but there are any criteria for roof-tile like: the colors of roof-tile are reddish, roof-tile not thoroughly cracked and the surface of roof-tile is delicate.

3.5 BOUNDARY OF MACHINE CAPACITY AND INVENTORY

1. Capacity of molen machine

Super S.A Roof-tile Company has 3 units of molen machines. Molen machine is used to mix sand and clayey become roof eaves. And the time that is needed by machine to produce roof eaves for plentong type is 2,500 per hour and for turbo type is 1,650 per hour.

2. Capacity of mold machine

Machine that is used by company is 4 units. In this process company still depends on the workforce to move this machine. So, in this process, the production volume that is produced is unlimited.

3. Capacity of drying rack

The capacity of drying rack can hold 15,000 roof-tiles. So, the rack is not restricting company's production.

4. Capacity of Coaster

The number of coaster for roof-tile that is used for everyday around 10,000. Because of that, factor of coaster is not influence the production.

5. The capacity of dried items

For each type of roof-tile the capacity item being dried is 6,000 of roof-tiles. After this process, roof-tile is ready for the next process that is process of burning.

6. The capacity of oven

The company has 2 units of oven. And the capacity is 10,000 of roof-tile per unit oven.

3.6 BOUNDARY OF RAW MATERIAL CAPACITY

The important raw materials to produce roof-tile are clayey and sand. For clayey and sand company does not have problems to find it. Company has stock for clayey but for sand company does not have stock. Because supply for sand is easy to get.

3.7 BOUNDARY OF WORK FORCE

To perform the process of production, Super S.A Roof-tile Company needs employee as implementer the process. Because the location of company is near with the place a group resides, so company does not have the problem for workforce supplying. Now, the total employee company has is 70, 50 employees are permanent employee and 20 employees are contracted employees.

The working day in Super S.A Roof-tile Company is from Tuesday to Sunday. For Monday and feast day is holiday. And work hours scheduling for employee, as follows:

- Tuesday to Sunday (except Friday)
 - Session I = at 7 am to 9 am
 - Break I = at 9 am to 9.30 am
 - Session II = at 9.30 am to 12 pm
 - Break II = at 12 pm to 1 pm
 - Session III = at 1 pm to 3 pm
- Friday
 - Session I = at 7 am to 9 am
 - Break I = at 9 am to 9.30 am
 - Session II = at 9.30 am to 11 am
- Monday and feast day is holiday

And the pay system used 2 systems, that are:

- The pay system for permanent employee is every 2 weeks.
- And the pay system for contracted employee is after they finished their work, the system to calculate the salary is multiplying the total unit that produce by employee with the cost per unit of product.

