

ABSTRACT

**THE INFLUENCE OF JOB DESCRIPTION AND JOB SPECIFICATION ON
PERFORMANCE OF ADMINISTRATIVE STAFF EMPLOYEE PT.
RENTANG BUANA NIAGA MAKMUR TASIKMALAYA UNIT**

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This research aimed to determine and analyze the extent of the influence of Job Description and Job Specification on employee performance at PT. Rentang Buana Niaga Makmur Tasikmalaya Unit.

The research method used is a survey method, data is obtained directly through distributing questionnaires to 28 administrative staff employee. The sampling technique used the census method and the method of analysis used in this research was path analysis. Based on the research results, it is known that Job Description and Job Specification have a significant and positive effect on the performance of administrative staff employee at PT. Rentang Buana Niaga Makmur Tasikmalaya Unit.

Keywords: *Job Description, Job Specification and Employee Performance*