

## **ABSTRACT**

*PT. XYZ is a company engaged in the trade of drugs and medical devices. During the first nine months of 2018, the logistics division did not succeed in meeting the targets for the order of drugs and medical devices that were on the right schedule due to the heavy workload of the logistics division staff due to the lack of staff in the warehouse, causing negligence and fatigue of the employees. Analysis of workload and employee needs is needed to ensure the distribution of drugs is going well. Analysis of employee requirements was carried out by the work sampling method and NASA-TLX. The results of the workload analysis indicate that the order of the lightest workload to the most severe through the work sampling method is Warehouse Administration (64.85% - underload) - Head of Logistics Section (71.00% - underload) - Warehouse Officer (78.86% - overload) - Head Warehouse (78.96% - overload). Whereas the NASA-TLX method is Logistics Administration (58.33 - high) - Logistics Section Head (61.67 - high) - Warehouse Head (68.33 - high) - Warehouse Officer (75.00 - high). Based on the measured workload, the company requires six employees for the logistics division. The number is more than one employee from the existing condition of the company that has five employees.*

**Keywords:** *workload, work sampling, NASA-TLX, manpower need*