

ABSTRACT

Sariraya Co.,Ltd is a pioneer Indonesian halal food chain that based in Aichi, Japan. Sariraya specializes in halal food chain in Japan with several business units such as tempeh factory, restaurants, and halal mart. As a company that has many units, workload is one of the main factors in work efficiency that influence productivity of work.

The aim of this research is to determine the workload conditions. Analysis is carried out to find the optimal amount by considering the volume of work, the number of workers and the time needed to complete a job. Redesigning the organizational structure as well as job description is also be conducted in this research.

This research uses descriptive techniques through a qualitative approach with all warehouse employees as the main source of data research. Full Time Equivalent Method is used as the data analysis technique. Data was collected using questionnaires and structured interviews with permanent employees of the Sariraya Warehouse Co., Ltd. unit.

Based on the results of the Full-Time Equivalent calculation, it was found that there were employees who had an excessive workload (overload) of 2 people, a shortage (underload) of 1 person and there was no optimal employee workload (inload). Apart from that, it was also found that there was a backlog of work for 1 person with an FTE score > 2.2 . The final score for the total workload received by warehouse employees was 6.2691046. So, management should add 2 more people so that the existing workload can be optimal.

Hence, this research can be used as consideration for management in determining the appropriate job descriptions and number of employees so that employees receive optimal workload to achieve optimal employee performance.

Keywords: Workload, Workload Analysis, Full-Time Equivalent, Organization Structure, Job Description