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## INTERNSHIP REPORT



**TRANSLATION OF JOB QUALIFICATIONS AND JOB DESCRIPTIONS  
ON THE CAREERS PAGE OF THE WEBSITE OF PT BNI  
MULTIFINANCE**

**Raina Salwa**

**2208411018**

**POLITEKNIK  
NEGERI  
JAKARTA**

**ENGLISH FOR BUSINESS COMMUNICATION AND  
PROFESSIONAL STUDY PROGRAM  
BUSINESS ADMINISTRATION DEPARTMENT  
POLOTEKNIK NEGERI JAKARTA**

**DEPOK**

**2025**



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## STATEMENT OF APPROVAL

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Vacancy Page of the Website of PT BNI Multifinance

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## PREFACE

Praise and gratitude are extended to Allah SWT, for by His grace and blessings, the author was able to complete the internship report entitled “*Translation of Job Qualifications and Job Descriptions on the Careers Page of The Website of PT BNI Multifinance*” smoothly and on time. This report was prepared to fulfill the PKL requirement of the English for Business and Professional Communication Study Program at Politeknik Negeri Jakarta, as well as to serve as a reflection on the implementation of the PKL at PT BNI Multifinance (BNI Finance), which provided valuable experience for the author, particularly in applying translation knowledge and business communication skills acquired during academic studies to real workplace practice.

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Depok, 10 December 2025

Raina Salwa  
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## CHAPTER I INTRODUCTION

### 1.1. Background

Internship is an essential activity for students to gain direct experience in the professional world. Through this activity, students are able to apply the knowledge acquired in the classroom to real workplace situations. In addition, PKL helps students develop skills that will be required when entering a professional environment. This activity also provides opportunities to understand workplace culture, office work rhythms, and ways to adapt to various job demands. Such experiences enable students to be better prepared to face the world of work after graduation. Therefore, PKL serves as an important bridge between academic theory and practical application in the field.

In this PKL program, the author was placed at PT BNI Multifinance in the Human Capital Division, specifically in the Training and Development section. This division is responsible for designing and implementing various training programs to enhance employees' competencies. During the internship, the author was involved in a range of activities, including assisting in training preparation, managing documents, processing payments related to training needs, and compiling reports. The author also supported technical requirements during training sessions and handled activity documentation. Through these experiences, the author gained an understanding of how training programs are conducted and their role in employee development within the company. Furthermore, these activities helped the author sharpen communication, administrative, teamwork, and translation skills in real professional settings.

The author chose to undertake the PKL at PT BNI Multifinance because the company carries out translation-related activities that are directly connected to the professional context, particularly the translation of job vacancy texts, job descriptions, and job qualifications displayed on the company's careers page. These translation activities are closely related to the preparation of this PKL report, as they



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constitute the main object of analysis and in-depth discussion. Through the translation of these texts, the author was able to apply translation theories and techniques learned during academic studies, such as selecting appropriate term equivalents, adjusting sentence structures, and using professional language suited to a business context. Thus, the implementation of the PKL not only provided administrative experience in the Human Capital Division but also served as a practical platform for applying translation skills, which are systematically presented in this report as a form of academic accountability.

## 1.2 Scope of Activities

During the implementation of the internship in the Training and Development section, the author had the opportunity to be directly involved in the management of employee training and development activities. The scope of activities carried out by the author included:

1. assisting in the planning of training programs, including the preparation of materials and budgetary requirements;
2. managing training administration, such as participant data collection, attendance lists, and material distribution
3. preparing technical requirements prior to training sessions, including equipment, training rooms, supporting facilities, and refreshments;
4. coordinating with trainers or speakers to ensure that training programs were conducted in accordance with the schedule and participants' needs
5. assisting in the implementation of training sessions and recording participants' attendance;
6. collecting and processing training outcome data, such as participants' scores, feedback, and activity evaluations;
7. preparing training reports and updating data in the database;
8. compiling monthly training report summaries;
9. documenting the entire training process as archival material and references for future activities.



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However, this internship report only discusses activities related to the translation of job qualification and job description texts in job vacancy postings on the PT BNI Multifinance website from Indonesian into English. The linguistic units translated consist of 40 minor sentences contained in the job vacancy texts. In total, the translation work carried out during the internship covers four job positions, comprising 40 sentences overall. The discussion of the translation activities focuses on the translation techniques applied to these sentences.

### 1.3 Time and Place of Internship

The Internship was conducted at PT BNI Multifinance (BNI Finance) from 1 September 2025 to 31 December 2025. The designated working hours were Monday to Friday, from 08:30 a.m. to 5:30 p.m. (WIB), and the internship was carried out on-site (Work from Office/WFO). The office of BNI Finance is located at Graha Binakarsa, 12th Floor, Jl. HR Rasuna Said Kav. C-18, Kuningan, South Jakarta 12940.

### 1.4 Objectives and Benefits

#### 1.4.1 Objectives

The objectives of The Internship at PT BNI Multifinance are as follows:

1. to apply the knowledge acquired during academic studies to real professional settings;
2. to develop English–Indonesian and Indonesian–English translation skills;
3. to understand the process of preparing and managing official documents related to translation activities;
4. to enhance communication and coordination skills that support professional translation practice.

Accordingly, the specific objective of this internship report is to describe the implementation of the translation of job qualification and job description texts from job vacancy postings on the BNI Finance website. The total texts translated during the internship consist of four job vacancy positions, comprising 40 sentences



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overall. The translation activities discussed in this report focus on the translation techniques applied to these 40 sentences.

#### 1.4.2 Benefits

The benefits of Internship at PT BNI Multifinance are as follows:

1. enhancing the ability to translate texts accurately and in accordance with their context.
2. providing direct experience in applying English language knowledge acquired during academic studies.
3. developing document management and administrative skills related to translation activities.
4. strengthening communication, coordination, and work management skills relevant to professional translation practice.
5. assisting students in understanding the relationship between linguistic theory and professional practice in the workplace.



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## CHAPTER IV CONCLUSION

### 4.1 Conclusion

During the Internship at PT BNI Multifinance, the author gained numerous new experiences that had not previously been encountered in the academic environment. The author had the opportunity to translate several texts, particularly job qualifications and job descriptions, enabling the translation theories learned in class to be directly applied in real workplace situations.

Based on the translation results, it can be concluded that the job qualification and job description texts published on the PT BNI Multifinance career website were successfully translated while maintaining their original meaning, function, and professional language style appropriate for recruitment documents. The translated texts were structured to be easily understood by English speaking readers without omitting any essential information contained in the source texts. Furthermore, the use of Human Resources and recruitment related terminology was aligned with common practices in international business documents, ensuring that the translations remained relevant and communicative.

In the translation process, a combination of single and combined translation techniques was applied. The most frequently used technique was the established equivalent technique, applied to eight sentences, followed by amplification combined with transposition in six sentences, modulation in four sentences, modulation combined with reduction in three sentences, and amplification combined with established equivalent in three sentences. Additionally, amplification, literal translation, reduction combined with established equivalent, and amplification combined with modulation were each applied to two sentences. Other techniques namely modulation combined with borrowing, borrowing combined with implicitness, established equivalent combined with borrowing, literal translation combined with established equivalent, and transposition combined with established equivalent were each applied to one sentence.



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The established equivalent technique was most frequently applied because many terms found in job vacancy texts already have standardized translations commonly used in recruitment documents, such as “willing to be placed” and “minimum years of experience.” The amplification technique was employed to clarify the meanings of certain terms so that job contexts and responsibilities could be more easily understood by target readers. Meanwhile, modulation and transposition techniques were applied to adjust perspectives and sentence structures to sound more natural in English. The reduction technique was used in a limited manner to simplify sentences without eliminating the core meaning, resulting in translations that are more concise and effective

#### 4.2 Recommendations

It is strongly recommended that the study program consider implementing structured administrative skills training, given that the English for Business and Professional Communication Study Program operates under the Department of Business Administration. Administrative competencies are essential in the professional workplace and are increasingly required to support students’ overall competencies, both during the Internship and after graduation. The provision of such training is therefore expected to enhance students’ readiness and adaptability in professional environments.



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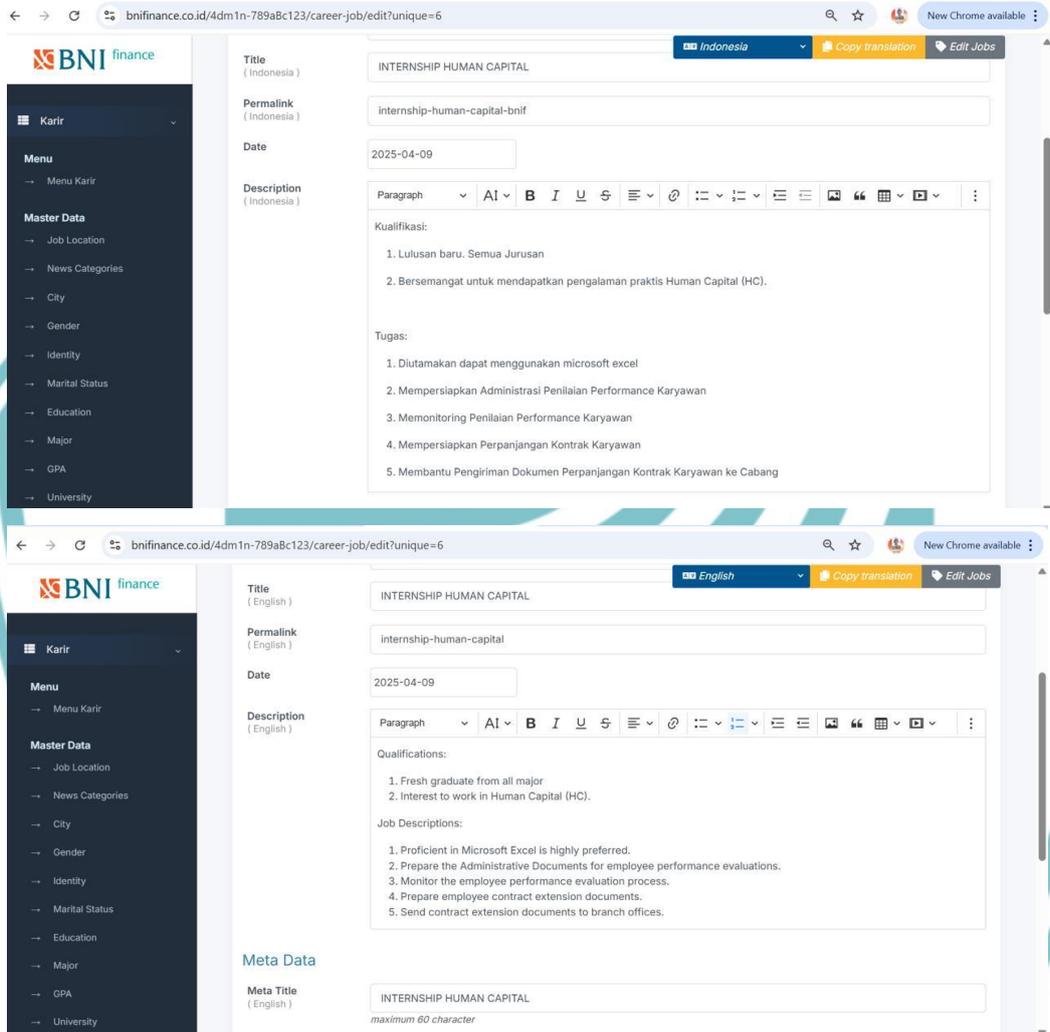
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## APPENDICES

### 1. Translation Process for Job Vacancy Pages on the PT BNI Multifinance Website



The image displays two screenshots of the BNI Finance website's job vacancy page, illustrating the translation process. The top screenshot shows the page in Indonesian, and the bottom screenshot shows the page in English.

**Indonesian Version (Top Screenshot):**

- Title (Indonesia):** INTERNSHIP HUMAN CAPITAL
- Permalink (Indonesia):** internship-human-capital-bnif
- Date:** 2025-04-09
- Description (Indonesia):**
  - Kualifikasi:**
    - Lulusan baru. Semua Jurusan
    - Bersehat untuk mendapatkan pengalaman praktis Human Capital (HC).
  - Tugas:**
    - Diutamakan dapat menggunakan microsoft excel
    - Mempersiapkan Administrasi Penilaian Performance Karyawan
    - Memonitoring Penilaian Performance Karyawan
    - Mempersiapkan Perpanjangan Kontrak Karyawan
    - Membantu Pengiriman Dokumen Perpanjangan Kontrak Karyawan ke Cabang

**English Version (Bottom Screenshot):**

- Title (English):** INTERNSHIP HUMAN CAPITAL
- Permalink (English):** internship-human-capital
- Date:** 2025-04-09
- Description (English):**
  - Qualifications:**
    - Fresh graduate from all major
    - Interest to work in Human Capital (HC).
  - Job Descriptions:**
    - Proficient in Microsoft Excel is highly preferred.
    - Prepare the Administrative Documents for employee performance evaluations.
    - Monitor the employee performance evaluation process.
    - Prepare employee contract extension documents.
    - Send contract extension documents to branch offices.
- Meta Data:**
  - Meta Title (English):** INTERNSHIP HUMAN CAPITAL  
maximum 60 character



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The image displays three screenshots of the BNI Finance job portal, showing the job description for a position. The screenshots are arranged vertically, illustrating the content in Indonesian, English, and Indonesian again.

**Top Screenshot (Indonesian):**

- Date: 2024-12-10
- Description (Indonesia):
  - Deskripsi Kerja:
    1. Melakukan proses pemeriksaan/audit internal bagi seluruh divisi, cabang dan melaporkannya dalam bentuk laporan audit
    2. Menjalankan proses audit internal perusahaan secara teknis dan berkala baik dari segi finansial maupun operasional
    3. Melakukan monitoring dan evaluasi hasil audit internal serta menjalin koordinasi dengan pihak terkait untuk menyiapkan solusi untuk hasil temuan masalah
    4. Melakukan investigasi dalam mencari informasi
  - Kualifikasi:
    1. Max. umur 28 tahun
    2. Pendidikan minimal S1 Akuntansi, Manajemen, Ekonomi
    3. Pengalaman dibidang yang sama minimal 1 tahun
    4. Teliti dan cekatan
    5. Bersedia melakukan perjalanan dinas ke luar kota
    6. Memiliki SIM C dan kendaraan pribadi
    7. SLIK Clear

**Middle Screenshot (English):**

- Date: 2024-12-10
- Description (English):
  - Job Descriptions:
    1. Conduct internal audit processes for all divisions and branches, and report the findings in audit reports.
    2. Perform technical and periodic internal audits of the company, both in financial and operational aspects.
    3. Monitor and evaluate internal audit results and coordinate with relevant parties to develop solutions for identified issues.
    4. Conduct investigations to gather relevant informations.
  - Qualifications:
    1. Maximum age of 28 years old.
    2. Minimum Bachelor's Degree (S1) in Accounting, Management, or Economics.
    3. Minimum 1 year of experience in a similar role.
    4. Detail-oriented and responsive.
    5. Willing to travel for business trips out of town.
    6. Have a motorcycle driving license (SIM C) and own vehicle.
    7. Clear SLIK (Financial Information Services System) record.

**Bottom Screenshot (Indonesian):**

- Date: 2024-12-10
- Description (Indonesia):
  - Qualifications & experience:
    1. Min. S1 Hukum
    2. Min. 1 Tahun sebagai Staff lebih disukai dari bidang perbankan/pendanaan
    3. Usia Maksimal 28 Tahun
  - Tasks & responsibilities:
    1. Melakukan pengecekan terhadap kelengkapan serta keabsahan legalitas dari pihak yang berkeperluan dalam perjanjian, baik perjanjian bisnis (Perjanjian Pembiayaan, Surat Keputusan Pembiayaan, Surat Kuasa Penarikan, Surat Kuasa Jaminan Fidusia, dll) maupun perjanjian non bisnis
    2. Memastikan siapa yang berwenang mewakili badan hukum/perorangan dalam melakukan penandatanganan perjanjian (bisnis/non bisnis).
    3. Melakukan pencetakan dokumen perjanjian sesuai permintaan user (bisnis/non bisnis).
    4. Melakukan review draft perjanjian, MoU, NDA dengan pihak eksternal atau dokumen lain sesuai permintaan dari user.
    5. Membuat draft perjanjian (bisnis/bisnis support) atau surat menyurat lainnya (surat kuasa, surat pernyataan, surat keterangan, dll) sesuai dengan SOP atau ketentuan yang berlaku.
    6. Memberikan Legal Advis kepada user sesuai permintaan dari user (tim bisnis atau tim non bisnis).



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The image displays three screenshots of a job posting page on the BNI finance website. Each screenshot shows a sidebar menu on the left with options like 'Karir', 'Menu', and 'Master Data'. The main content area shows a job description with a date of 2024-12-10 and a description in a specific language.

**Screenshot 1 (English):** The job description is in English. It lists qualifications and experience, including a minimum Bachelor's Degree (S1) in Law, 1 year of experience, and a maximum age of 28 years old. It also lists tasks and responsibilities such as conducting checks on legal documents, ensuring authorized representatives are correctly identified, and reviewing draft agreements.

**Screenshot 2 (Indonesia):** The job description is in Indonesian. It lists 'Tugas' (Tasks) such as being responsible for sales and marketing, coordinating with various business partners, and controlling collections. It also lists 'Kualifikasi' (Qualifications) such as a maximum age of 45 years, a minimum S1 education, and experience as a Branch Manager in the new car financing sector. The location is listed as Balikpapan (Kalimantan).

**Screenshot 3 (English):** The job description is in English. It lists 'Job Descriptions' such as being responsible for sales and marketing, coordinating with business partners, and monitoring collections. It also lists 'Qualifications' such as a maximum age of 45 years, a minimum Bachelor's Degree, and 2 years of experience as a Branch Manager in the new car financing sector. The location is listed as Balikpapan Branch (Kalimantan).

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## 2. Evaluation Result from the Company



**HASIL EVALUASI**

Nama Mahasiswa : Raina Salwa  
 NIM : 2208411018  
 Judul PKL : Penerjemahan Teks Kualifikasi dan Deskripsi Pekerjaan di Laman Lowongan Kerja Website PT BNI Multifinance

Nilai Praktik Kerja Lapangan

No	Komponen Penilaian	Range Nilai	Nilai yang Dicapai
1	Kemampuan Berbahasa Secara Lisan	10-20	20
2	Kemampuan Berbahasa Secara Tulisan	10-20	20
3	Kerja Sama	10-20	20
4	Kedisiplinan	10-20	20
5	Etika	10-20	20
Total Nilai (A)			100

Jakarta, 16 Desember 2025  
 Pembimbing Perusahaan/Industri,  
  
 BNI Multifinance  
 Irfan Ardita Whاتمanto  
 Recruitment & Training Supervisor

Saran Pembimbing perusahaan/industri terhadap mahasiswa PKL

1. ....
2. ....
3. ....

## 3. Internship Documentations

