

## **ABSTRACT**

PT Jaya Masawan Putera Sejahtera (PT JMPS) is a company that grows in the retailing sector that demands rapid changes. As time goes by, the organizational structure is no longer suitable with the needs of the company, this is indicated by the number of employees that has decreased slightly in functional and operational divisions, moreover there are many vacant positions in the company, and also there are some positions that have existed for years without any evaluations that are discussed specifically about organizational structure in the company. In fact, there is a connection between new employees and human resources division in organizational structure, and it will become a problem for certain divisions because there is no transparency of position in the organizational structure.

This research is using point system method for analyzing and evaluating the company's position. The using of this method is adjusted with organizational structure's type in big companies. Point system method is a quantitative method that has a high accuracy which is good to be used for analyzing and evaluating. The analysis and evaluation of the position is aimed for scoring the structural positions in organizational structure so it could come out with improvement suggestions that are more efficient and effective in company's organizational structure.

Based on point system method, the result is the improvement in organizational structure that is more effective and efficient showed by the differences about cost of salary every months. With the new job description's planning for new added positions that is suitable with current condition, and with the calculation using point system method, the improvement and simplified in some positions with the lowest point is included in the categories that is not too important and needed to be evaluated, and vice versa. The adaptation is conducted with eliminating 11 positions and adding 7 new positions that is more suitable with current positions.

***Key Words : Organizational Structure, Analyze and Evaluation, Point System Method***