

**IMPLEMENTATION OF THE SECRETARY'S ROLE IN THE
ELEMENTARY SCHOOL RANKING 1 COMPETITION OF
BUSINESS EXHIBITION AT STATE POLYTECHNIC OF
BENGKALIS**

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ABSTRACT

Human Resource Management (HRM) has an important role in supporting the successful implementation of the Ranking 1 event as part of business competition activities in educational institutions. This research aims to examine the planning, organization, implementation, and evaluation of the HR function in supporting the Ranking 1 event. The main focus is directed at the committee recruitment strategy, division of tasks, training, and supervision of teamwork during the event. The method used in this research is descriptive qualitative with data collection techniques through direct observation, interviews, and documentation. The results showed that the success of the activity was greatly influenced by the effectiveness of HR management, especially in terms of internal communication, teamwork motivation, and leadership skills. HR performance evaluation is also an important indicator to improve the quality of future events. With good HR management, Ranking 1 activities not only run smoothly but also provide valuable experience in developing soft skills and leadership for the committee.

Keyword: *Event, Ranking 1, Competition*