Kantor dan Pekerjaan dalam bahasa Inggris

183 kata, dari tingkat pemula hingga mahir.

#	KATA	TERJEMAHAN	TINGKAT
1	**job** A1 /dʒəʊb/ jamak jobs	pekerjaan	A1–A2
2	**work** A1 /wɝk/ worked · worked	bekerja	A1–A2
3	**dress code** B1 /ˈdrɛs ˌkoʊd/ jamak dress codes	aturan berbusana	B1–B2
4	**co-worker** A2 /kəʊ ˈwɝː.kɚ/ jamak co-workers	rekan kerja	B1–B2
5	**course of action** B2 /kɔːrs əv ˈæk.ʃ(ə)n/ jamak courses of action	tindakan yang diambil	C1
6	**exploit** B2 /ɪksˈplɔɪt/ exploited · exploited	mengeksploitasi	C1
7	**be bombarded with** C1 /bi bɑːmˈbɑːrdɪd wɪð/	dibanjiri	C1
8	**day shift** B1 /deɪ ʃɪft/ jamak day shifts	giliran kerja siang	B1–B2
9	**morale** C1 /məˈræl/	semangat juang	C1
10	**workmate** B1 /ˈwɝkˌmeɪt/ jamak workmates	rekan kerja	B1–B2
11	**daily grind** C1 /ˈdeɪli graɪnd/	rutinitas kerja harian	C1
12	**attach** B1 /əˈtætʃ/ attached · attached	melampirkan	B1–B2
13	**work out a way** B1 /wɝːk aʊt ə weɪ/	menyusun cara	B1–B2
14	**brainstorm** B2 /ˈbreɪn.stɔːrm/ brainstormed · brainstormed	melakukan curah pendapat	B1–B2
15	**fire** B1 /faɪr/ fired · fired	memecat	B1–B2
16	**schedule** A2 /ˈskɛ.dʒu.əl/ jamak schedules	jadwal	B1–B2

#	KATA	TERJEMAHAN	TINGKAT
17	**duty** B1 /duːt̬i/ jamak duties	kewajiban	B1–B2
18	**employee** A2 /ɛmplɔɪˈiː/ jamak employees	karyawan	B1–B2
19	**employer** A2 /ɪmˈplɔɪ.ər/ jamak employers	pemberi kerja	B1–B2
20	**perk** B2 /pɝːk/ jamak perks	fasilitas tambahan	C1
21	**staff** A2 /ˈstæf/ jamak staffs	staf	B1–B2
22	**classifieds** B2 /ˈklæsɪfaɪdz/	iklan baris	C1
23	**hire** B1 /haɪər/ hired · hired	mempekerjakan	B1–B2
24	**probation** C1 /ˌproʊˈbeɪʃən/	masa percobaan	C1
25	**promotion** B1 /prəˈməʊ.ʃən/ jamak promotions	promosi	B1–B2
26	**redundant** B2 /rɪˈdʌn.dənt/	diberhentikan karena perampingan	C1
27	**division of labour** C1 /dɪˈvɪʒn əv ˈleɪbər/	pembagian kerja	C1
28	**fringe benefits** C1 /ˈfrɪndʒ ˌben.ə.fɪts/	tunjangan kerja	C1
29	**gross wage** B2 /groʊs weɪdʒ/ jamak gross wages	upah kotor	C1
30	**period of notice** B2 /ˈpɪərɪəd əv ˈnoʊ.ɾɪs/ jamak periods of notice	masa pemberitahuan	C1
31	**responsibilities** B1 /rɪˌspɑːn.səˈbɪl.ə.ɾiz/	tanggung jawab	B1–B2
32	**turnover of staff** C1 /ˈtɝːnˌoʊ.vɚ əv stæf/	perputaran staf	C1
33	**achievement** B1 /əˈtʃiːvmənt/ jamak achievements	prestasi	B1–B2
34	**payroll** C1 /ˈpeɪroʊl/	daftar gaji	C1

#	KATA	TERJEMAHAN	TINGKAT
35	**apply** A2 /əˈplaɪ/ applied · applied	melamar	B1–B2
36	**retirement fund** B2 /ˈrəˈtaɪ.ə(r).mənt fʌnd/ jamak retirement funds	dana pensiun	C1
37	**salary** A2 /ˈsælə↗i/ jamak salaries	gaji	B1–B2
38	**shortlist** B2 /ˈʃɔrtˌlɪst/ jamak shortlists	daftar calon	C1
39	**colleague** A2 /ˈkɑliːg/ jamak colleagues	kolega	B1–B2
40	**flexitime** B2 /ˈflɛksiˌtaɪm/	jam masuk fleksibel	C1
41	**part-time** A2 /ˌpɑːrtˈtaɪm/	paruh waktu	B1–B2
42	**resign** B2 /rɪˈzaɪn/ resigned · resigned	mengundurkan diri	B1–B2
43	**department** A2 /dɪˈpɑːtm(ə)nt/ jamak departments	departemen	B1–B2
44	**freelancer** B2 /ˈfriːlɑːnsər/ jamak freelancers	pekerja lepas	B1–B2
45	**job interview** A2 /dʒɑːb ˈɪn.ʈə↗.vjuː/ jamak job interviews	wawancara kerja	B1–B2
46	**pay rise** B1 /peɪ raɪz/ jamak pay rises	kenaikan upah	B1–B2
47	**professional** B1 /prəˈfɛʃ(ə)nəl/ jamak professionals	profesional	B1–B2
48	**retirement** B1 /ˈrəˈtaɪ.ə(r).mənt/ jamak retirements	masa pensiun	B1–B2
49	**blue-collar** B2 /ˌbluːˈkɑː.lə↗/	kerah biru	C1
50	**fill out** A2 /fɪl aʊt/	mengisi	B1–B2
51	**white-collar** C1 /ˌwaɪtˈkɑː.lə↗/	kerah putih	C1

#	KATA	TERJEMAHAN	TINGKAT
52	**paid vacation** B1 /ˈpeɪd veɪˈkeɪ.ʃən/ jamak paid vacations	liburan berbayar	B1–B2
53	**apprenticeship** C1 /əˈpren.tɪs.ʃɪp/ jamak apprenticeships	magang keahlian	C1
54	**volunteer** B1 /ˌvɑː.ləənˈtɪr/ jamak volunteers	sukarelawan	B1–B2
55	**well-paid** B1 /ˌwel ˈpeɪd/	bergaji tinggi	B1–B2
56	**work experience** A2 /wɝk ɪkˈspɪr.i.əns/	pengalaman kerja	B1–B2
57	**workload** B2 /ˈwɝːk.loʊd/ jamak workloads	beban kerja	B1–B2
58	**workplace** B1 /ˈwɝːk.pleɪs/ jamak workplaces	tempat kerja	B1–B2
59	**challenge** B1 /ˈtʃæl.ɪndʒ/ jamak challenges	tantangan	B1–B2
60	**commute** B1 /kəˈmjuːt/ commuted · commuted	pulang pergi kerja	B1–B2
61	**nine-to-five job** B1 /ˈnaɪntəˈfaɪv dʒɑːb/ jamak nine-to-five jobs	kerja jam 9-5	B1–B2
62	**out of work** B1 / aʊt əv wɜːrk/	menganggur	B1–B2
63	**sick leave** B1 /sɪk liːv/	cuti sakit	B1–B2
64	**get a rise** B1 /get eɪ raɪz/	mendapatkan kenaikan	B1–B2
65	**training course** B1 /ˈtreɪnɪŋ kɔːrs/ jamak training courses	kelas pelatihan	B1–B2
66	**team spirit** B1 /tiːm ˈspɪr.ət/	semangat tim	B1–B2
67	**work abroad** A2 /wɝk əˈbrɔːd/	bekerja di luar negeri	B1–B2
68	**make an appointment** A2 /meɪk æn əˈpɔɪntmənt/	membuat janji	B1–B2
69	**job hunting** B1 /dʒɑːb ˈhʌn.t̚ɪŋ/	pencarian kerja	B1–B2

#	KATA	TERJEMAHAN	TINGKAT
70	**aim** B1 /eɪm/ jamak aims	tujuan	B1–B2
71	**overtime** B1 /ˈoʊvɚˌtaɪm/	lembur	B1–B2
72	**maternity leave** B2 /məˈtɝː.nə.t̬i ˌliːv/	cuti hamil	B1–B2
73	**take a job as** B1 /teɪk ə ˈdʒɑb æz/	mengambil pekerjaan sebagai	B1–B2
74	**loads of work** B1 /ˈloʊdz əv ˈwɝk/	banyak pekerjaan	B1–B2
75	**retire** B1 /rɪˈtaɪ.ə(r)/ retired · retired	pensiun	B1–B2
76	**unemployed** B1 /ˌʌn.ɪmˈplɔɪd/	menganggur	B1–B2
77	**flexible schedule** B1 /ˌflɛksəbəl ˈskɛdʒul/ jamak flexible schedules	jadwal kerja fleksibel	B1–B2
78	**office** A1 /ˈɑfɪs/ jamak offices	kantor	A1–A2
79	**manager** A2 /ˈmæn.ə.dʒɚ/ jamak managers	manajer	A1–A2
80	**boss** A2 /bɑs/ jamak bosses	bos	A1–A2
81	**meeting** A1 /ˈmitɪŋ/ jamak meetings	rapat	A1–A2
82	**earn** A2 /ɝn/ earned · earned	memperoleh penghasilan	A1–A2
83	**profession** B1 /prəˈfɛʃ(ə)n/ jamak professions	profesi	A1–A2
84	**lunch time** A1 /lʌntʃ taɪm/ jamak lunch times	waktu makan siang	A1–A2
85	**overworked** B2 /ˌoʊ.vɚˈwɝːkt/	terlalu banyak bekerja	B1–B2
86	**vacation** A1 /veɪˈkeɪʃən/ jamak vacations	liburan	A1–A2

#	KATA	TERJEMAHAN	TINGKAT
87	**security guard** B1 /səˈkjʊr.ɪˌti gɑːrd/ jamak security guards	petugas keamanan	B1–B2
88	**social security tax** C1 /ˈsoʊ.ʃəl səˈkjʊr.ə.ɾi tæks/ jamak social security taxes	pajak jaminan sosial	C1
89	**state income tax** B2 /steɪt ˈɪnkʌm tæks/ jamak state income taxes	pajak penghasilan negara bagian	C1
90	**take into account** B2 /teɪk ˈɪntə əˈkaʊnt/	memperhitungkan	B1–B2
91	**notice** B2 /ˈnoʊtɪs/	pemberitahuan pengunduran diri	B1–B2
92	**candidate** B1 /ˈkæn.dɪdət/ jamak candidates	kandidat	B1–B2
93	**trainee** B2 /treɪˈni/ jamak trainees	peserta pelatihan	B1–B2
94	**vacancy** B1 /ˈveɪkənsi/ jamak vacancies	lowongan	B1–B2
95	**self-employed** B1 /ˌself.ɪmˈplɔɪd/	wiraswasta	B1–B2
96	**human resources** B1 /ˌhjuː.mən ˈriː.sɔːr.sɪz/	sumber daya manusia	B1–B2
97	**team building** B2 /tiːm ˈbɪl.dɪŋ/	pembentukan tim	B1–B2
98	**mentor** B2 /ˈmɛn.tɔr/ jamak mentors	mentor	B1–B2
99	**internship** B2 /ˈɪntɝnʃɪp/ jamak internships	magang kerja	B1–B2
100	**earn one's living** B1 /ˈɝn wʌnz ˈlɪvɪŋ/	mencari nafkah	B1–B2
101	**offer** A2 /ˈɔfɚ/ offered · offered	penawaran	A1–A2
102	**assistant** A2 /əˈsɪstənt/ jamak assistants	asisten	A1–A2
103	**worker** A1 /ˈwɝ.kɚ/ jamak workers	pekerja	A1–A2

#	KATA	TERJEMAHAN	TINGKAT
104	**introduce** A1 /ˌɪntrəˈdjuːs/ introduced · introduced	memperkenalkan	A1–A2
105	**compare** A2 /kəmˈpɛɚ/ compared · compared	membandingkan	A1–A2
106	**owner** A2 /ˈoʊnɚ/ jamak owners	pemilik	A1–A2
107	**working hours** A2 /ˈwɝkɪŋ ˈaʊəz/	jam kerja	A1–A2
108	**daily routine** A1 /ˈdeɪli ruːˈtiːn/ jamak daily routines	rutinitas harian	A1–A2
109	**look for a job** A2 /luːk fɚ eɪ ˈdʒɑb/	mencari pekerjaan	A1–A2
110	**take a day off** A2 /teɪk ə deɪ ɔːf/	mengambil hari libur	A1–A2
111	**significantly** B2 /sɪgˈnɪf.ə.k(ə)nt.li/	secara signifikan	B1–B2
112	**trainer** A2 /ˈtreɪnər/ jamak trainers	pelatih	A1–A2
113	**recruit** B2 /rɪˈkrut/ recruited · recruited	rekrutan	B1–B2
114	**work-related** B2 /wɜː(r)k rɪˈleɪ.tɪd/	terkait pekerjaan	B1–B2
115	**resume** C1 /rɪˈzuːm/ resumed · resumed	daftar riwayat hidup	B1–B2
116	**reference** B2 /ˈrɛf.(ə)rəns/ jamak references	referensi	B1–B2
117	**relevant** B2 /ˈrɛləvənt/	relevan	B1–B2
118	**chairman** B1 /ˈtʃer.mən/ jamak chairmen	ketua dewan	B1–B2
119	**benefits** B1 /ˈbɛn.ə.fɪts/	tunjangan	B1–B2
120	**jobseeker** B2 /ˈdʒɑːbˌsiː.kɚ/ jamak jobseekers	pencari pekerjaan	B1–B2
121	**task** A2 /tæsk/ jamak tasks	tugas	A1–A2

#	KATA	TERJEMAHAN	TINGKAT
122	**sponsor** B2 /ˈspɑn.sər/ jamak sponsors	sponsor	B1–B2
123	**layoff** B2 /ˈleɪ.ɑːf/ jamak layoffs	pemutusan hubungan kerja	B1–B2
124	**strike** B1 /straɪk/ jamak strikes	mogok kerja	B1–B2
125	**dismiss** B2 /dɪsˈmɪs/ dismissed · dismissed	memecat	B1–B2
126	**cover letter** B1 /ˈkʌv.ɚ ˈlet̬.ɚ/ jamak cover letters	surat pengantar	B1–B2
127	**income tax** B2 /ˈɪn.kʌm ˌtæks/	pajak penghasilan	B1–B2
128	**selection** B1 /səˈlɛkʃ(ə)n/	penyeleksian	B1–B2
129	**unemployment** B1 /ˌʌn.ɪmˈplɔɪ.mənt/	pengangguran	B1–B2
130	**job satisfaction** B2 /dʒɑːb ˌsætɪsˈfækʃ(ə)n/	kepuasan kerja	B1–B2
131	**educational background** B2 /ˌed.jʊˈkeɪ.ʃ(ə)n.(ə)l ˈbækgraʊnd/ jamak educational backgrounds	latar belakang pendidikan	B1–B2
132	**hourly wage** B1 /ˈaʊ̯əli weɪdʒ/ jamak hourly wages	upah per jam	B1–B2
133	**job fair** B2 /dʒɑːb fer/ jamak job fairs	bursa pekerjaan	B1–B2
134	**previous experience** B1 /ˈprivi.əs ɪkˈspɪə.ri.əns/	pengalaman sebelumnya	B1–B2
135	**shift work** B2 /ʃɪft wɝːk/	kerja bergilir	B1–B2
136	**skilled worker** B1 /skɪld ˈwɝː.kɚ/ jamak skilled workers	pekerja ahli	B1–B2
137	**reject an offer** B2 /rɪˈdʒɛkt ənˈɑː.fɚ/	menolak tawaran	B1–B2
138	**trade union** B2 /ˌtreɪd ˈjuː.ni.ən/ jamak trade unions	serikat pekerja	B1–B2
139	**travel expenses** B1 /ˈtrævəl ɪkˈspensiz/	biaya perjalanan	B1–B2

#	KATA	TERJEMAHAN	TINGKAT
140	**career ladder** B2 /kəˈrɪr ˈlæd.ɚ/ jamak career ladders	tangga karier	B1–B2
141	**wage cut** B2 /weɪdʒ kʌt/ jamak wage cuts	potongan gaji	B1–B2
142	**temporary position** B1 /ˈtɛmpərəri pəˈzɪʃ.ən/ jamak temporary positions	jabatan sementara	B1–B2
143	**letter of resignation** B2 /letə(r) əv rezɪgneɪʃ(ə)n/ jamak letters of resignation	surat pengunduran diri	B1–B2
144	**social security** B2 /ˈsoʊ.ʃəl səˈkjʊr.ə.ţi/	jaminan sosial	B1–B2
145	**reason for leaving** B1 /ˈriːzn fər ˈliːvɪŋ/ jamak reasons for leaving	alasan berhenti kerja	B1–B2
146	**run a firm** B1 /rʌn e fɜːrm/	menjalankan firma	B1–B2
147	**working conditions** B1 /ˈwɝkɪŋ kənˈdɪʃ·ənz/	kondisi kerja	B1–B2
148	**occupation** B1 /ɑkjʊˈpeɪʃən/ jamak occupations	mata pencaharian	B1–B2
149	**decline** B2 /dɪˈklaɪn/ declined · declined	menolak	B1–B2
150	**job application** B1 /dʒɑːb ˌæplɪˈkeɪʃn/ jamak job applications	lamaran kerja	B1–B2
151	**minimum wage** B2 /ˈmɪnɪməm weɪdʒ/ jamak minimum wages	upah minimum	B1–B2
152	**qualifications** B1 /ˌkwɑləfɪˈkeɪʃənz/	kualifikasi kerja	B1–B2
153	**prospect** B2 /ˈprɑspɛkt/ jamak prospects	prospek	B1–B2
154	**lay off** B2 /ˈleɪ.ɑːf/	memberhentikan	B1–B2
155	**employment** B1 /ɪmˈplɔɪmənt/	ketenagakerjaan	B1–B2
156	**director** A2 /dɪˈrɛktɚ/ jamak directors	direktur	A1–A2
157	**unskilled** B2 /ʌnˈskɪld/	tidak terampil	B1–B2

#	KATA	TERJEMAHAN	TINGKAT
158	**secretary** A2 /ˈsɛk.rəˌtə.ri/ jamak secretaries	sekretaris	A1–A2
159	**position** B1 /pəˈzɪʃ(ə)n/ jamak positions	jabatan	A1–A2
160	**cv** A2 /ˌsiːˈviː/ jamak CVs	CV	A1–A2
161	**career** A2 /kəˈrɪr/ jamak careers	karier	A1–A2
162	**skills** A2 /skɪlz/	keterampilan	A1–A2
163	**bonus** B1 /ˈboʊ.nəs/ jamak bonuses	bonus	A1–A2
164	**full-time** B1 /ˌfʊl ˈtaɪm/	purnawaktu	A1–A2
165	**request** A2 /rɪˈkwɛst/ jamak requests	permohonan	A1–A2
166	**low pay** B1 /loʊ peɪ/	upah rendah	A1–A2
167	**workflow** C1 /ˈwɝːk.floʊ/ jamak workflows	alur kerja	B1–B2
168	**rewarding** B2 /rɪˈwɔːr.dɪŋ/	memberi kepuasan	B1–B2
169	**qualification** B1 /kwɒlɪfɪˈkeɪʃn/ jamak qualifications	kualifikasi	B1–B2
170	**private sector** B2 /ˈpraɪ.vət ˈsek.tɚ/ jamak private sectors	sektor swasta	B1–B2
171	**public sector** B2 /ˈpʌb.lɪk ˌsek.tɚ/ jamak public sectors	sektor publik	B1–B2
172	**respect** B1 /rɪˈspɛkt/ respected · respected	menghormati	A1–A2
173	**labourer** B2 /ˈleɪ.bɚ.ɚ/ jamak labourers	buruh	B1–B2
174	**mind map** B1 /ˈmaɪnd ˌmæp/ jamak mind maps	peta pikiran	B1–B2

#	KATA	TERJEMAHAN	TINGKAT
175	**managing director** B2 /ˌmæn.ə.dʒɪŋ daɪˈrek.tɚ / jamak managing directors	direktur eksekutif	B1–B2
176	**job bank** B2 /dʒɑːb bæŋk/ jamak job banks	bursa lowongan kerja	B1–B2
177	**holiday pay** B2 /ˈhɑː.lə.deɪ peɪ/	upah liburan	B1–B2
178	**holiday application** B2 /ˈhɑː.lə.deɪ ˌæplɪˈkeɪʃn/ jamak holiday applications	pengajuan cuti	B1–B2
179	**deductions** B2 /dɪˈdʌkʃənz/	potongan gaji	B1–B2
180	**net wage** B2 /nɛt weɪdʒ/ jamak net wages	upah bersih	B1–B2
181	**pay slip** B2 /ˈpeɪ ˌslɪp/ jamak pay slips	slip gaji	B1–B2
182	**payslip** B2 /ˈpeɪˌslɪp/ jamak payslips	slip gaji	B1–B2
183	**seaman** B2 /ˈsiːmən/ jamak seamen	pelaut	B1–B2

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