Project Coordinator

Daily, Weekly and Monthly Checklist of all Mandatory tasks

DAILY

- ○ Check pc@thenewlifeclean.com email
- ○ Check OpenPhone and respond to missed calls and texts
- ○ Check indeed.com and respond to indeed messages
- ○ Complete prescreens for new candidates
- ○ Contact missed shifts and tardies from previous night and as they occur during the day
- ○ Share post of the day to FaceBook groups
- ○ Share post of the day LinkedIN groups
- ○ Approve/Deny completed checklists from janitors
- ○ Post to FaceBook, Instagram, LinkedIN and TikTok
- ○ Complete QA jotform as part of approval process for each checklist
- ○ Send prescreen candidate report

WEEKLY

- ○ Monday: Send social media analytics report for each platform
  - ○ TikTok Analytics
  - ○ LinkedIN Analytics
- ○ Tuesday: Send Janitor staff Performance ranking report - Includes Previous week standalone data, Month to date and year to date
  - ○ FaceBook Analytics
- ○ Wednesday: Call analytics report to include - inbound calls, outbound calls, inbound texts, outbound texts, missed calls, pie chart of reason for calls/texts
- ○ Day 1 of Month: End of Month Staff Performance Ranking

MONTHLY