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