**AM – PM Week 17 (25 - 30 April 2022)**

**NAMA : Itsna Roihana**

**DIVISI : MARCOMM**

**JABATAN : STAFF ADMIN ASSISTANT MANAGER MARCOMM**

Weekly Objective

Itsna R – STAFF ADMIN ASSISTANT MANAGER MARCOMM

Monthly

# Monthly

1. Rekap Weekly Objective Team Marcomm (4/4)

2. Update KPI Final (Digital Marketing CS dan Non CS, Customer Service, Content Creator) (1/1)

3. Melaporkan dashboard KPI Marcomm CS dan non CS setiap selasa dan kamis (8/8)

4. Verifikasi insentif marcomm dengan MIS Data (1/1)

5. Update SE Skema Insentif KPI Marcomm (1/1)

6. Mencatat MOM dan memonitoring implementasinya di rencana kerja (4/4)

7. Pengajuan budget Marcomm (1/1)

8. Report to do list divisi marcomm di group KPI To Do List (24/24)

9. Rekap laporan artikel (4/4)

# Weekly Objective (result)

* Rekap Weekly Objective masing-masing team leader (1/1)
* Monitoing dashboard KPI Marcomm CS dan non CS setiap selasa dan kamis (2/2)
* Mencatat MOM dan memonitoring implementasinya di rencana kerja (1/1)
* Pengajuan budget Marcomm (1/1)
* Report to do list marcomm di group KPI To Do List COO (6/6)
* Rekap laporan artikel (1/1)
* Report sellout, convertion dan leads ke Pak Yuke (6/6)
* Report sellout, convertionn, leads, respond google maps dan google business ke Coordinator (6/6)
* Kirim AMPM dan Weekly Objective Team Marcomm ke group KPI To Do List COO (1/1)

# Weekly Non Result

1. Reminder team untuk report to do list harian
2. Rekap data follower instagram
3. Kirim AMPM tepat waktu
4. Review artikel yang akan publish di website Complete Selular
5. Monitoring respond komentar di Youtube dan Tiktok CS
6. Monitoring upload Tiktok brandshop

**Senin, 25 April 2022**

**08.30 – 09.00** Rekap report to do list marcomm

**09.30 – 09.50** Join briefing brandhacking

**10.20 – 11.00** Report to do list marcomm di group KPI To Do List COO

**11.00 – 11.50** Update KPI

**13.00 – 14.00** Create AMPM Itsna

**14.00 – 14.30** Rekap Weekly Objective Marcomm

**14.30 – 15.30** Kirim AMPM ke group Marcomm Team Koordinasi

**15.30 – 15.45** Monitoring respond chat CRM

**16.00 – 16.15** Kroscek & Report laporan Sellout CRM ke (coordinator, Pak Yuke, Pak Firman

& Pak William)

**16.15 – 16.30** Report Respond Google Maps & Business ke coordinator

**Selasa, 26 April 2022**

**08.30 – 09.00** Rekap report to do list marcomm

**09.30 – 09.50** Report to do list marcomm di group KPI To Do List COO

**09.50 – 10.30** Briefing – Cek MOM

**10.30 – 11.30** Rekap AMPM (susulan)

**13.00 – 14.30** Rekap Weekly Objective Marcomm (susulan)

**14.30 – 15.30** Rekap penambahan follower IG CS

**15.30 – 16.00** Monitoring respond chat CRM

**16.00 – 16.15** Kroscek & Report laporan Sellout CRM ke (coordinator, Pak Yuke, Pak Firman

& Pak William)

**16.15 – 16.30** Report Respond Google Maps & Business ke coordinator

**Rabu, 27 April 2022**

**08.30 – 09.00** Rekap report to do list marcomm

**09.30 – 09.50** Update KPI

**09.50 – 10.00** Report to do list marcomm di group KPI To Do List COO

**10.00 – 11.00** Briefing – Catat MOM

**11.00 – 14.00** Rekap penambahan follower IG CS

**14.00 – 15.30** Review artikel yang akan publish di website CS

**15.30 – 16.00** Monitoring respond chat CRM

**16.00 – 16.15** Kroscek & Report laporan Sellout CRM ke (coordinator, Pak Yuke, Pak Firman

& Pak William)

**16.15 – 16.30** Report Respond Google Maps & Business ke coordinator

**Kamis, 28 April 2022**

**08.30 – 09.00** Rekap report to do list marcomm

**09.30 – 09.50** Report to do list marcomm di group KPI To Do List COO

**09.50 – 10.30** Briefing – Cek MOM

**10.30 – 11.30** Monitoring respond komentar di Youtube dan Tiktok CS

**14.30 – 15.30** Rekap penambahan follower IG CS

**15.30 – 16.00** Monitoring respond chat CRM

**16.00 – 16.15** Kroscek & Report laporan Sellout CRM ke (coordinator, Pak Yuke, Pak Firman

& Pak William)

**16.15 – 16.30** Report Respond Google Maps & Business ke coordinator

**Jumat, 29 April 2022**

**08.30 – 09.00** Rekap report to do list marcomm

**09.30 – 09.50** Report to do list marcomm di group KPI To Do List COO

**09.50 – 10.30** Briefing – Cek MOM

**10.30 – 11.30** Monitoring respond komentar di Youtube dan Tiktok CS

**14.30 – 15.30** Rekap penambahan follower IG CS

**15.30 – 16.00** Monitoring respond chat CRM

**16.00 – 16.15** Kroscek & Report laporan Sellout CRM ke (coordinator, Pak Yuke, Pak Firman

& Pak William)

**16.15 – 16.30** Report Respond Google Maps & Business ke coordinator

**Sabtu, 30 April 2022**

**08.30 – 09.30** Rekap report to do list marcomm

**09.30 – 10.00** Report to do list marcomm di group KPI To Do List COO

**10.00 – 10.30** Briefing all team (sharing season)

**10.30 – 10.50** Monitoring respond komentar di Youtube dan Tiktok CS

**10.50 – 11.00** Rekap judul artikel

**11.00 – 11.20** Rekap penambahan follower IG CS

**13.00 – 13.10** Rekap data blast customer

**13.10 – 13.20** Monitoring respond chat CRM

**13.20 – 13.30** Rekap laporan Respond Google Maps

**13.30 – 13.40** Rekap laporan Respond Google Business

**13.40 – 14.00** Report Respond Google Maps & Business ke coordinator

**14.00 – 14.15** Report Respond Google Maps ke koordinator

**14.15 – 14.30** Krosecek & Report laporan Sellout CRM ke (coordinator, Pak Yuke, Pak Firman

& Pak William)