

Problem Statement

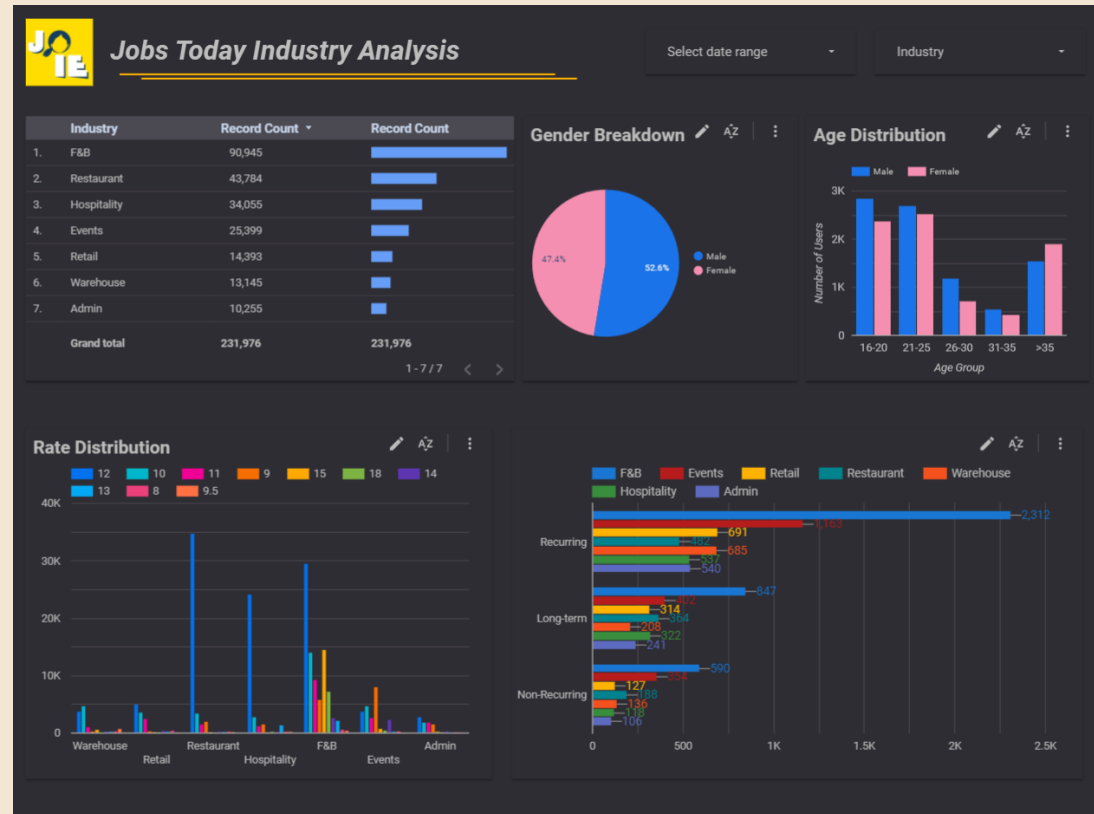
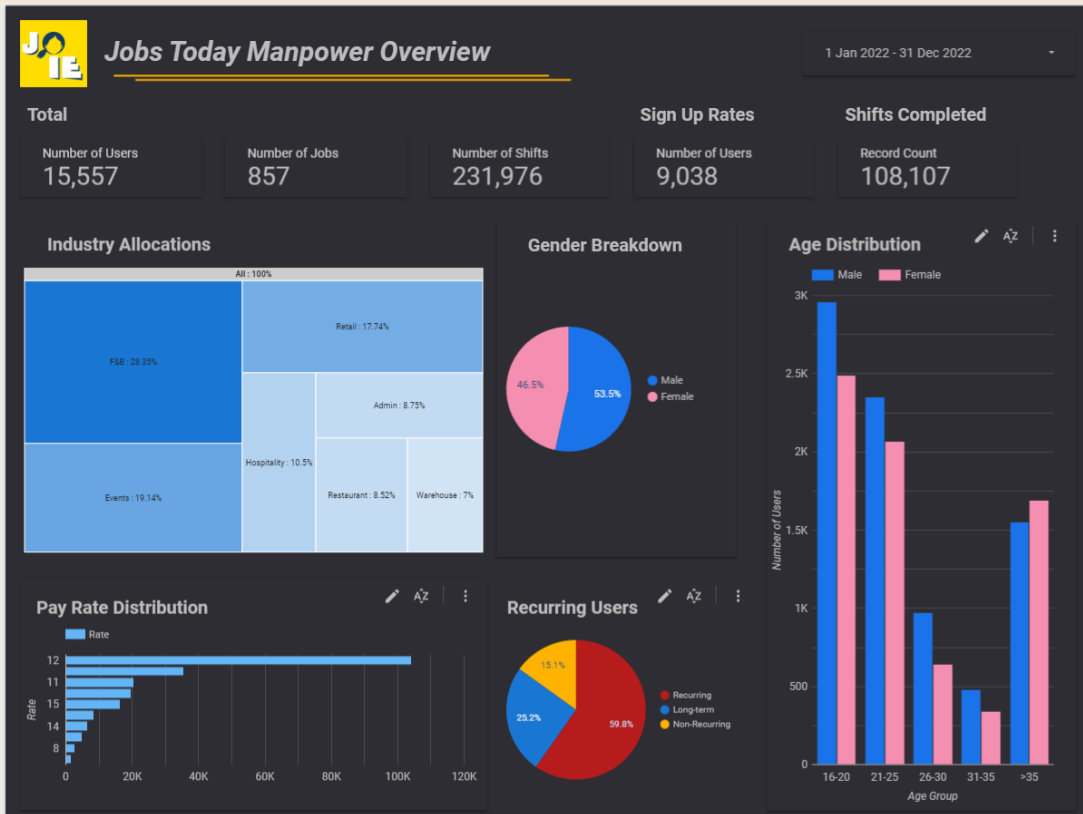
Joie is facing a manpower shortage due to the lack of part-timer profiling to manage part-timers across different jobs and age groups, with untargeted recruitment sources.

Objectives

1. Define optimal part-timer profiling per industry
2. Leverage on potential recruitment sources & strategy



Management Dashboard



Recommendations

1

Referral Bonus Programme

To incentivise word-of-mouth and part-timers retention rate



Monetary Bonus for both referrer and referee who must complete a *min. of 2 shifts within 3 months.*

2

Optimised Blast - Job Listing

To increase clarity in the Available Job Listing with Google Sheets



3

Dummy Data Dashboard

Availability	Pos Recruited	Listing Date	Closed Date	JobID	Type of Work	Commitment	Start Date	End Date	Commitment Details	Role	Duties	Location	Requirement	Pay Rate	Pos Needed	Contact Person	Contact Number
Available	8	25-Mar-19		000284	Promoter	Adhoc	2-Apr-22	2-Apr-22	10am to 7pm	Supermarket Food Sampling Promoter	To promote for apples Prepare Cut apples and serve food samplings	Bukit Timah Plaza	Requires Food Hygiene Cert Friendly & outgoing personality Briefing / Training will be provided!	10 per day	10	Jane	658794566
Available	10	25-Mar-19		000240	Promoter	Adhoc	20-Apr-23	10-May-23	2 hours per day Sub	Promoter (Perfume)	Promoting fragrance products Share product information to customers	Sephora@K11	Cheerful & outgoing personality Tech savvy (able to use sales & data in computer system) Briefing / Training will be provided!	14/hour	12	Jaelyn	658837561
Closed	3	1-Feb-19	2-Feb-19	000216	Guest Relation	Part Time	16-Feb-23	18-May-23	Shift: 6am to 3pm Shift: 3pm to 10pm Shift: 10pm to 6am	Part time Bell Boy	+ Greet guests upon arrival and assist with luggage + Provide guests with information about the hotel and its amenities + Ensure that guest requests are promptly and courteously addressed + Maintain a clean and organized lobby and baggage storage area + Respond to guest inquiries and provide accurate information	Bugs	+ Active: Top provided, black pants and black formal shoe Black hair and clean nails + Experience in bell boy is a plus + Able to converse comfortably in English + Friendly attitude	\$12/hr weekly \$13/hr weekend	4	Tin	80440514
Closed	15	1-Feb-19	11-Mar-23	000179	Warehouse	Part Time	16-Feb-23	18-May-23	3 months to long term Working Hours: Shift 1: 5.5 days - Mon to Fri 8.00am to 5.00pm Shift 2: 3pm to 12.00pm	LUXURY WAREHOUSE LOGISTICS ASSISTANT	Loading and unloading Packing and packing Labeling and tagging Striding coffee in clean room (Requires to wear PPE) Comfortable working in fast pace environment, job scope will be allocated by warehouse manager	Tai Seng	Physically fit to carry goods, up to 25kg	12/HR	15	Jack	658760712
Available	38	25-Mar-19		000216	Guest Relation	Adhoc	10-Apr-19	31-Oct-19	Working Days: WEEKENDS Shift: 2:30pm to 3pm Shift: 3pm to 11:30pm	Hotel Crew	<ul style="list-style-type: none"> Attending to guests needs Serving food & beverages to guests Cleanings of tables/chairs Food runner Setting up and breaking down of tables Ad hoc tasks assigned by manager Providing excellent customer service NO EXP. OK WELCOMING ENVIRONMENT WORK WITH FRIENDS!! 	SHEPENTON WAY AREA	Top provided, black pants no jeans & full black covered shoe	12	40	Jack	658760712

