

## Office Jobs Priority List

The items in bold should be check constantly.

- **Telephones – All calls Viamed, VST, Vandagraph and HumanMed**
- **Sales Order Processing for Viamed, VST and Vandagraph, HumanMed – Including ORD'S, Quotes, Profomas**
- **Order checking**
- **Repairs**
- **Ebay including responding to messages**
- **Sale or Return and Sample Processing**
- **Taking orders round to goods out and picking up invoices and post**
- **Emails – own and Inbox, other staff members when off**
- **Post**
- **Website questions**
- **Returning calls – must be done by end of working day**
- **Active list – Checked twice a day**
- Issues
- Complaints
- Emailing of Delivery Notifications
- Purchase order log and chasing
- Emailing invoices
- PDF Invoices / Purchase orders Viamed and VST
- Proforma chasing – when auto-issue is received
- Quotes Chasing – when auto-issue is received
- UPS Emails
- Service Visit – Arranging
- Review Bank / Inwards Payments
- Office jobs list (unless urgent / date dependant)
- UPS Emails
- B2B Router, Cardia, Circle 360 and Tradeshift – Orders and Invoicing
- Chasing of Stock
- Cleaning / bins – Office, Meeting Room, Kitchen, Hallway
- Filing and archiving
- Required Reading / Training (unless date/time specific)
- Depleted sensor – Paperwork
- Resolve any Errors on returned ORD's and other departments.

- Sending copy Invoices and Statements of Accounts