

## Jobs List for Josh

### Action Issues on PC

Check for required reading

Check stock in Goods In and process through the system

Check Priority 4 orders on the active list, and complete if able to.

If Emma is off, start to look at Priority 3 orders from the active list

If Linda is off, check stock levels of boxed oxygen sensors from list on intrastats, and refill if needed.

### PDF Invoicing

### Archiving

Look at lost customers as per Catrin

### General Tidy Up

Replenish made up boxes