

Jobs List for Josh

- **Action Issues on PC** (only tick complete if the job has been done, keep open if it is something that needs to be done).
- 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.
- **Top up leaflets**
- **PDF Invoicing**
- **Archiving**
- Look at **Distributor Searches** as per Catrin (separate issues to be sent to Josh, please keep open until completed). See procedure VM3COP27.37 Searching for Distributors.
- **General Tidy Up**
- **Replenish made up packing boxes**
- **If the entire list above is completed, ask a manager or director for additional tasks.**