

* Emailing delivery notifications

* Resolving any errors other departments have made

VM3COP03.04

89 - Shipping to wrong customers, missing stock

Office Jobs Priority List

* complaints

The items in bold should be checked constantly.

Viamed VST
Vandagraph &
Human med

AU calls

Human med

* Telephones

* Sales Order Processing for Viamed, VST and Vandagraph

▪ Ebay and ~~Amazon~~ to include answering messages

▪ Repairs

▪ Proformas

▪ Quotes

* Samples

* Sale or Returns

* Order checking

* Taking orders round to goods out and picking up invoices and post

* Emails - own + inbox and other members when off

* Post

* ~~Faxes~~

* Website questions

* Returning calls - must be done by end of working day

* Active list ^{twice daily}

* Issues - 10s of them

B2B router - invoicing
Trade Shift - (takes longer)

53 tasks
in total

* Purchase order log

* Emailing invoices & chasing

* PDF Invoices / purchase orders (Viamed & VST)

* Proforma chasing - when auto-issue is received

* Quotes Chasing - when auto-issue is received

* Mail shots

* Filing - if not completed by 3pm, do it yourself

* Depleted sensors - Paper work

* Cleaning / bins - Office, meeting rm, kitchen, hallway

* Filing and archiving

* Required Reading / Training (unless date/time specific)

* Office jobs list (unless urgent / date dependant)

* UPS emails

* BT B router / cardea / circle 360

* Service visit organising

* Some accounting - Statement of accounts, providing copies of overdue invoices etc

* Check bank / review inward payments