

\* Emailing delivery notifications  
\* Resolving any errors other departments have made  
VM3COP03.04 eg - Shipping to wrong customers, missing stock

### Office Jobs Priority List

\* complaints

The items in bold should be check constantly.

Viamed VST  
Vandagraph &  
Human med

All calls

Human med

• **Telephones**

• **Sales Order Processing for Viamed, VST and Vandagraph**

\* Chasing of  
Stock

▪ **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** - lots of them (53 tasks in total)

• **Purchase order log**

• **Emailing invoices**

• **PDF Invoices** / Purchase orders (viamed & VST)

• **Proforma chasing** - when auto-issue is received

• **Quotes Chasing** - when auto-issue is received

• **Mail shots**

• ~~**Franking**~~ - if not completed by 3pm, do it yourself

• **Depleted sensors** - paper work

• **Cleaning / bins** - office, meeting rm, kitchen, hall way

• **Filing and archiving**

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

• **Office jobs list** (unless urgent / date dependant)

\* Ups emails

\* check bank /  
review inward  
payments

\* BT B router / cardea / circle 360

\* Service visit organising

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