<u>Office Jobs Priority List</u>
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 Orders, Quotes, Profomas**
- **Order checking**
- **Ebay – Processing orders and responding to messages**
- **Repairs – Issuing SRS, processing quotes, proformas and orders**
- **Sale or Return and Sample Processing**
- **Emails – own and Inbox, other staff members when off**
- **Website questions**
- **Returning calls – must be done by end of working day**
- **Active list Checking**
- Issues
- Complaints
- Resolve any errors on returned orders
- Delivery Notifications for Viamed and VST
- Purchase order log – Review the list to check it has been filled incorrectly and fully. Check order confirmations are attached. If necessary check main inbox for confirmations of unconfirmed order
- Emailing invoices
- Proforma and quotes chasing – when auto-issue is received
- Review Bank / Inwards Payments
- B2B Router, Cardia, Circle 360 and Tradeshift – Orders and Invoicing
- Cleaning work area / emptying bins
- Required Reading / Training (unless date/time specific)
- Sending invoices - Emailing, B2B, Tradeshift and Pagero