



Zoey Teal Areas of Responsibility and Supervisor

[VM3COP02 Organisation chart](#)
[VM3COP02 Organisation Complete Overview](#)

Main Category	Supervisor Responsibilities Members		
	Office Team		
Office Processes	Leader	Responsibilities	Sarah Walton Sophie Lines Zoey Teal Kate Griffiths Gail Bell Emma Clark Derek Lamb Michael Lamb

Tasks Zoey Teal Directly Allocated

#	Task Subject	Time Scale	On behalf of	Outstanding	Next Due	Create Issue
616	Supplier Review - Outstanding orders	Every 1 Weeks	Warehouse Team Leader		18 May 2022	
430	Emailing Of Invoices	Every 1 Days	Office Processes		17 May 2022	
616	Supplier Review - Outstanding orders	Every 1 Weeks	Office Processes		18 May 2022	
239	Please check Paypal for orders	Every 1 Weeks	Office Processes		19 May 2022	
517	Checking For Uploaded Files	Every 1 Days	Office Processes		17 May 2022	
520	Send Purchase Orders To Suppliers	Every 1 Days	Office Processes		17 May 2022	
523	Delivered not Invoiced	Every 1 Days	Office Processes	1	17 May 2022	
528	Review Inward Payments	Every 1 Days	Office Processes		17 May 2022	
584	VST Purchase Order Log	Every 1 Weeks	Office Processes		23 May 2022	
792	SRS Folder	Every 1 Months	Office Processes		22 May 2022	
657	Dishwashing	Every 1	Office	1	17	

		Days	Processes		May 2022
<u>990</u>	B2B Router / Peppol Responsibilitys	Every 1 Weeks	Office Processes		20 May 2022

Audits Zoey Teal Directly Allocated

#	Task Subject	Time Scale	On Behalf of	Outstanding	Next Due	Create Issue
<u>398</u>	Checking EBay And Amazon For Orders And Messages	Every 1 Weeks	Office Processes		23 May 2022	
<u>509</u>	Shred Sensitive Paperwork warehouse	Every 1 Months	Office Processes		23 May 2022	
<u>621</u>	Send VST Delivery Notifications	Every 1 Weeks	Office Processes		20 May 2022	