



Zoey Teal Areas of Responsibility and Supervisor

VM3COP02 Organisation chart VM3COP02 Organisation Complete Overview

Main Catagory	Supervisor	Responsibilities	Members
Office Processes	Office Team Leader	<u>Sarah Walton</u> <u>Sophie Lines</u> <u>Zoey Teal</u>	
	Derek Lamb	<u>Kate Griffiths</u> <u>Gail Bell</u> <u>Emma Clark</u>	
		<u>Michael Lamb</u>	

Tasks Zoey Teal Directly Allocated

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

		Days	Processes		May
					2022
<u>990</u>	B2B Router / Peppol Responsibilities	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