



Emma Clark Areas of Responsibility and Supervisor

VM3COP02 Organisation chart VM3COP02 Organisation Complete Overview

Main Catagory	Supervisor	Responsibilities	Members
Office Processes	Office Team Leader <u>Derek Lamb</u>	<u>Responsibilities</u>	<u>Sarah Walton Sophie Lines Zoey Teal</u> <u>Kate Griffiths Gail Bell Emma Clark</u> <u>Michael Lamb</u>
Goods Out	Warehouse Team Leader <u>Derek Lamb</u>	<u>Responsibilities</u>	<u>Emma Clark Catherine Spence</u>
Goods In	Warehouse Team Leader <u>Derek Lamb</u>	<u>Responsibilities</u>	<u>Robert Connor Emma Clark</u>
QA Goods In	QA Controller <u>Derek Lamb</u>	<u>Responsibilities</u>	<u>Robert Connor Emma Clark Linda Shearing</u>

Tasks Emma Clark Directly Allocated

#	Task Subject	Time Scale	On behalf of	Outstanding	Next Due	Create Issue
544	Move Stock From QA Shelf To Stock Shelf Tuesday	Every 1 Weeks	Warehouse Team Leader	4	24 May 2022	
495	Top Up Quick Shipping Shelves	Every 1 Weeks	Warehouse Team Leader	4	23 May 2022	
503	Clean Toilets	Every 3 Weeks	Warehouse Team Leader	1	31 May 2022	

Audits Emma Clark Directly Allocated

#	Task Subject	Time Scale	On Behalf of	Outstanding	Next Due	Create Issue
758	Ship Repairs	Every 1 Months	Goods Out	1	01 Jun 2022	