



Catrin Hird Areas of Responsibility and Supervisor

VM3COP02 Organisation chart

VM3COP02 Organisation Complete Overview

Main Catagory	Supervisor	Responsibilities	Members
Marketing Processes	Marketing Controller <u>Steve Nixon</u>	<u>Responsibilities</u>	<u>Catrin Hird</u>

Tasks Catrin Hird Directly Allocated

#	Task Subject	Time Scale	On behalf of	Outstanding	Next Due	Create Issue
<u>1179</u>	Software Validation Test Email System	Every 6 Months	IT Controller	1	03 Nov 2022	
<u>673</u>	Product Cross References	Every 1 Months	Marketing Controller	1	19 Jun 2022	
<u>671</u>	Pro-Active Marketing	Every 3 Months	Marketing Controller		01 Sep 2022	
<u>675</u>	Research Activities	Every 1 Months	Marketing Controller		26 Jun 2022	
<u>893</u>	EAN GTIN Online Database	Every 1 Months	Sales Controller		06 Jul 2022	
<u>1166</u>	Verification Of Ebay Stock	Every 6 Months	Warehouse Team Leader	1	23 Aug 2022	
<u>1168</u>	Verification Of Demo Stock	Every 12 Months	Warehouse Team Leader	1	04 Apr 2023	
<u>944</u>	Contract Pricing Review	Every 1 Months	UK Sales Controller		15 Jun 2022	
<u>538</u>	Maintaining Leaflet Stocks	Every 1 Weeks	Office Processes		13 Jun 2022	
<u>402</u>	Processing Of Mail Shots	Every 1 Weeks	Office Processes		13 Jun 2022	
<u>570</u>	Office Sales Projects	Every 1 Weeks	Office Processes		08 Jun 2022	

<u>607</u>	Send Service Offers	Every 1 Weeks	Office Processes	14 Jun 2022
<u>41</u>	Calender project needs starting	Every 12 Months	Marketing Processes	31 Aug 2022

Audits Catrin Hird Directly Allocated

#	Task Subject	Time Scale	On Behalf of	Outstanding	Next Due	Create Issue
<u>464</u>	Check Website ISO Documents	Every 6 Months	ISO Controller		01 Jul 2022	
<u>940</u>	Providing Ebay Feedback	Every 1 Months	Office Processes		20 Jun 2022	
<u>991</u>	B2B Router / Peppol Responsibilitys	Every 1 Months	Office Processes		25 Jun 2022	