



Steve Hardaker Areas of Responsibility and Supervisor

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

Main Catagory	Supervisor	Responsibilities Members
UK Sales Controller	Sales Controller Steve Nixon	Responsibilities Steve Hardaker
UK Sales Force	UK Sales Controller Steve Hardaker	Responsibilities Steve Hardaker
Vet Sales UK	Vet Sales Controller Steve Nixon	Responsibilities Steve Hardaker
Customer Training	Sales Controller Steve Nixon	Responsibilities Ryan Swaine Steve Hardaker

Tasks Steve Hardaker Directly Allocated

#	Task Subject	Time Scale	On behalf of	Outstanding	Next Due	Create Issue
384	UK Sales report due	Every 1 Months	UK Sales Controller		01 Jul 2022	
384	UK Sales report due	Every 1 Months	UK Sales Controller		01 Jul 2022	
57	Sales forecasts	Every 1 Months	UK Sales Controller	1	14 Jun 2022	
292	Check Sale or Returns	Every 1 Months	UK Sales Force	1	04 Jul 2022	
1091	Proforma And Quote Chasing - Steve H UK	Every 1 Months	UK Sales Force		06 Jul 2022	

Audits Steve Hardaker Directly Allocated

#	Task Subject	Time Scale	On Behalf of	Outstanding	Next Due	Create Issue
945	Contract Pricing Review	Every 3 Months	UK Sales Controller		18 Aug 2022	
234	Check the Service	Every 1	Office	2	26 Jun	

visit logs	Months	Processes		2022
<u>550</u> Ensure SORs Are	Every 1	Office		02 Jul
Followed Up	Months	Processes	1	2022