⚠ 🏠 🗄 ⬅ 🧭 📄 ❓ Ⓦ 🔷 🔺 **Helen Lamb** [Required Reading](#) 45 Issues **7 *Unread*** 12 ISO Tasks [22.00 °C](#)

⌄ Search   🔍 ⬈ ↩

RS Full, CS 11:00:00 AM For 2.5 Hours

#VUI	Picture	Name	Active	Security	Proto	Details	Access	Allocated Roles	Roles Stats	HSE	Training	Required Reading	Wage	Breaks	Hol
38		[Catrin Hird](#) viamed.catrin.hollings@gmail.com catrin.hollings@viamed.co.uk Direct Email catrin.hollings@vmsecure.me.uk	1	3	0										

Catrin Hird Areas of Responsibility and Supervisor

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

Main Catagory	Supervisor	Responsibilities Members
Marketing Processes	Marketing Controller [Steve Nixon](#) [Steve Nixon](#) [Steve Nixon](#) [Steve Nixon](#)	[Responsibilities](#) [Catrin Hird](#) [Catrin Hird](#) [Catrin Hird](#) [Catrin Hird](#)

Tasks Catrin Hird Directly Allocated

#	Task Subject	Time Scale	On behalf of	Outstanding	Next Due	Create Issue
[463](#)	Check Website ISO Documents	Every 1 Months	ISO Controller		10 Jun 2024	
[919](#)	Google Search Console	Every 1 Months	IT Controller		16 Jun 2024	
[1179](#)	Software Validation Test Email System	Every 6 Months	IT Controller		03 Nov 2024	
[1204](#)	Update Pricing for Viamed Shopify	Every 1 Weeks	IT Controller		10 Jun 2024	
[1212](#)	Viamed Shopify Sales Report Export	Every 1 Months	IT Controller		01 Jul 2024	
[673](#)	Product Cross References	Every 1 Months	Marketing Controller	2	19 Jun 2024	
[671](#)	Pro-Active Marketing	Every 3 Months	Marketing Controller		01 Sep 2024	
[675](#)	Research Activities	Every 1 Months	Marketing Controller		26 Jun 2024	
[971](#)	Discontinue/Supersede Stock Once Depleted	Every 1 Weeks	Marketing Controller	1	12 Jun 2024	
[278](#)	Google Adwords	Every 1 Months	Marketing Controller		04 Jul 2024	
[347](#)	Add calendar to order	Every 12 Months	Marketing Controller		20 Nov 2024	
[1080](#)	Vandagraph Shopify Payouts Report	Every 1 Months	Marketing Controller	1	01 Jul 2024	
[1227](#)	Request Feedback from Unique Customer for 2 months prior	Every 1 Months	Marketing Controller		02 Jul 2024	
[1238](#)	Medica Review	Every 12 Months	Marketing Controller		01 Aug 2024	
[1236](#)	Tenders Review UK	Every 1 Weeks	Sales Controller		07 Jun 2024	
[1166](#)	Verification Of Ebay Stock	Every 6 Months	Warehouse Team Leader		23 Aug 2024	
[1168](#)	Verification Of Demo Stock	Every 12 Months	Warehouse Team Leader	1	04 Apr 2025	
[944](#)	Contract Pricing Review	Every 1 Months	UK Sales Controller	1	15 Jun 2024	
[1210](#)	Automotive Competitor Price Review	Every 1 Months	UK Sales Controller	1	15 Jun 2024	
[334](#)	Team Building Event - June	Every 12 Months	Human Resources	1	02 May 2025	
[336](#)	Christmas/Team Building Event - December	Every 12 Months	Human Resources		19 Sep 2024	
[1225](#)	Training Refresh Issues to Send / Questions to Write	Every 1 Months	Human Resources		01 Jul 2024	
[538](#)	Maintaining Leaflet Stocks	Every 1 Weeks	Office Processes		10 Jun 2024	

402	Processing Of Mail Shots	Every 1 Weeks	Office Processes		10 Jun 2024
570	Office Sales Projects	Every 1 Weeks	Office Processes		12 Jun 2024
607	Send Service Offers	Every 1 Weeks	Office Processes		11 Jun 2024
1018	Reconcil Invoices in B2B Router	Every 1 Months	Office Processes		08 Jun 2024
41	Calender project needs starting	Every 12 Months	Marketing Processes		31 Aug 2024
900	Medica preparation - Marketing material	Every 12 Months	Marketing Processes		01 Sep 2024
1106	Send Calendars to Sylvia Gallagher	Every 12 Months	Marketing Processes		30 Nov 2024
1205	Review Shopify Website for Missing Images	Every 1 Months	Marketing Processes	2	06 Jul 2024
1213	Review Search Terms - Shopify	Every 1 Months	Marketing Processes		01 Jul 2024
1228	Viamed Shopify: Office Hours	Every 12 Months	Marketing Processes		02 Jan 2025

Audits Catrin Hird Directly Allocated

#	Task Subject	Time Scale	On Behalf of	Outstanding	Next Due	Create Issue
902	Emails - check they have been done	Every 1 Weeks	IT Controller	1	13 Jun 2024	
894	EAN GTIN Online Database	Every 6 Months	Sales Controller		01 Aug 2024	
940	Providing Ebay Feedback	Every 6 Months	Office Processes		20 Nov 2024	
991	B2B Router / Peppol Responsibilitys	Every 1 Months	Office Processes		25 Jun 2024	