

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	Holid
84		Kate Griffiths viamed.kate.griffiths@gmail.com kate.griffiths@viamed.co.uk Direct Email kate.griffiths@vmsecure.me.uk	1	1	0										

Kate Griffiths Areas of Responsibility and Supervisor

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

Main Catagory	Supervisor	Responsibilities Members
Office Processes	Office Team Leader Derek Lamb Derek Lamb Derek Lamb Derek Lamb	Sophie Lines Zoey Teal Kate Griffiths Emma Clark Michael Lamb Lamb Sophie Lines Sophie Lines Sophie Lines Zoey Teal Zoey Teal Kate Griffiths Kate Griffiths Kate Griffiths Emma Clark Emma Clark Michael Lamb Michael Lamb Michael Lamb

Tasks Kate Griffiths Directly Allocated

#	Task Subject	Time Scale	On behalf of	Outstanding	Next Due	Create Issue
397	Checking EBay For Orders And Messages	Every 1 Days	Office Processes		07 Jun 2024	
409	Proforma And Quote Chasing	Every 1 Weeks	Office Processes		12 Jun 2024	
520	Check Purchase Orders To Suppliers	Every 1 Days	Office Processes	1	07 Jun 2024	
584	VST Purchase Order Log	Every 1 Weeks	Office Processes		10 Jun 2024	
792	SRS Folder	Every 1 Months	Office Processes		22 Jun 2024	
939	Providing Ebay Feedback	Every 1 Months	Office Processes		16 Jun 2024	
1232	Checked repair quotes have been sent to customers	Every 2 Days	Goods Out		07 Jun 2024	

Audits Kate Griffiths Directly Allocated

#	Task Subject	Time Scale	On Behalf of	Outstanding	Next Due	Create Issue
901	Checking Of Sales Orders	Every 1 Weeks	Office Processes		11 Jun 2024	
537	Send Delivery Notifications	Every 1 Weeks	Office Processes		10 Jun 2024	
509	Shred Sensitive Paperwork warehouse	Every 1 Months	Office Processes		23 Jun 2024	