

Directors Responsibilities

Actual job

Supervisor Director Comments

Administration

Arranging shipment of orders.		DL	
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CE

CE	JSL	DL	
CE Files construction	JSL	DL	
CE Files maintenance		DL	
Complaints	SH	DL	

Finance

Banking facilities		DL	
Company accounts		DL	
Company profitability.		DL	
Financial responsibilities;		DL	
Sales Invoicing UK & Export		DL	

HSE

HSE		DL	
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ISO

ISO		DL	
ISO Review internal audits		DL	
QA		DL	
QA Goods IN		DL	
Technical Administration		DL	
Technical Backup		DL	
Technical Library		DL	

IT

Data processing		DL	
Databases.		DL	
Delivering and Invoicing orders.		DL	
E-Detailing	REMOVE	DL	
Generating daily reports		DL	
Generating weekly reports		DL	
Intrastats		DL	
IT & Data management; systems		DL	
Producing Picking Lists		DL	
SEO		DL	
Statistical analysis of the site and traffic/		DL	

Legal

Legal		DL	
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Stock

Checking Stock Availability.		DL	
Demonstration Stock		DL	
Despatch		DL	
Goods IN Export		DL	
Goods IN UK		DL	
Goods Out Export		DL	
Goods Out UK		DL	
Loan stock		DL	
Packing		DL	
Picking		DL	
Purchase Orders	SN	DI	
Receiving goods		DL	
Stock Control		DL	
Storage of Goods In		DL	
Warehousing		DL	

Technical

Intrastat Data		DL	
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Directors Responsibilities

Actual job Supervisor Director Comments

R & D	JSL	DL	
Repairs database		DL	

Administration

Re importation of goods through custom		HL	
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Book Keeping

Accounts office		HL	
Allocating money received against corre		HL	
Allocating money received against corre		HL	
Book keeping		HL	
Checking invoices from Freight Compan		HL	
Checking the correct amount has been r		HL	
Confirming bills are correct and OK to b		HL	
Customer account issues		HL	
Ensuring outstanding Export Invoices ar		HL	
Ensuring outstanding UK Invoices are p		HL	
Entering the receipt onto the correct Acc		HL	
Monitor contratrading		HL	
Monitor exchange rate		HL	
Monitor Nominal Ledger		HL	
Post Barclay card hills		HL	
Post the monthly exchange rate		HL	
Process credits		HL	
Process visa payments		HL	
Receiving Bank statements		HL	
Receiving payment notifications		HL	
Salaries	GGL	HL	
Sending reminders to Export customers		HL	
Sending reminders to UK customers		HL	

Cleaning

Accounts office		HL	
Archive corridor		HL	
Car park		HL	
Directors Office upstairs		HL	
Downstairs toilet		HL	
Entrance and toilets		HL	
General office		HL	
Goods inward entrance		HL	
Goods stores		HL	
Kitchen		HL	
Literature store		HL	
Main corridor.		HL	
MD office		HL	
Mechanical work area		HL	
Meeting room		HL	
Packing		HL	
Production Area		HL	
QA room		HL	
Resuscitation cabinet assembly room		HL	
SpO2 Repair room		HL	
Tom thumb assembly room		HL	
UK/Export Sales office office		HL	
Vandagraph		HL	

Financial

Grants		HL	
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Maintenance

Building maintenance		HL	
Building maintenance External		HL	
Building maintenance garden		HL	
Building maintenance Infrastructure		HL	
Building maintenance Offices		HL	
Building maintenance Stock rooms		HL	
Building maintenance Workshops		HL	

Purchasing

Building		HL	
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Stock

Booking into Opera Goods IN		HL	
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Administration

Answer phone		SN	
Customer lists		SN	
Customers inquiries		SN	
Distribution of E-mail		SN	
Enquiries concerning orders already pla		SN	
Enquiries concerning orders new		SN	
Enquiries concerning prices		SN	
Enquiries concerning product use or suit		SN	
Enquiries concerning products		SN	
Enquiries concerning repairs		SN	
Enquiries concerning technical queries		SN	
Entering all new Sales leads from Exhi		SN	
Entering orders on System		SN	
Export inquiries		SN	
Filing of documentation		SN	
Following up all new Sales leads from E		SN	
Liaison with customers fax		SN	
Liaison with customers via e-mail		SN	
Liaison with customers via telephone		SN	
Liaison with suppliers via e-mail		SN	
Liaison with suppliers via fax		SN	
Liaison with suppliers via telephone		SN	
Mail order products		SN	
Mailshots		SN	
Opening new Customer Accounts		SN	
Photocopying.		SN	
Post		SN	
Processing quotes		SN	
Quote prices General		SN	
Receiving e-mail orders		SN	
Receiving fax orders		SN	
Receiving quotes		SN	
Receiving telephone orders		SN	
Send out info		SN	
Telesales		SN	
Turning pro-forma Invoices into orders		SN	

H.R.

Holiday forms		SN	
Personell Interview when necessary		SN	
Personnel procedures		SN	
Training records and inductions		SN	

Directors Responsibilities

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HR

Personnel		SN	
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Purchasing

Office consumables		SN	
Office equipment		SN	
Stock		SN	
Warehouse consumables		SN	

Sales/marketing

Advertising		SN	
Aquisition of new products		SN	
Arranging goods etc to & from exhibition		SN	
Attending Arab Health		SN	
Attending Medica		SN	
Customer relationships		SN	
Development and creation of marketing		SN	
Development od new products		SN	
Direct Marketing (including e-marketing)		SN	
Exhibitions		SN	
Marketing		SN	
New products		SN	
Organizing promotional items for Exhibit		SN	
Organizing Travel & Accommodation for		SN	
Oxygen sensors cross reference		SN	
Sales		SN	
Sales promotions		SN	
SpO2 cross reference		SN	
Website		SN	

Technical

Non Probe repairs		SN	
Production		SN	
Repairs Probes		SN	