

MG Full  **Helen Lamb** 47 Issues **19 Unread** 15 ISO Tasks | [My Requests](#) 25.40 °C

MG Full

Menu Item



#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 Category	Supervisor	Responsibilities Members
Office Processes	Office Team Leader	Sophie Lines Zoey Teal Kate Griffiths Emma Clark Michael Lamb Sophie Lines Sophie Lines Zoey Teal Zoey Teal Zoey Teal Kate Griffiths Kate Griffiths Emma Clark Emma Clark Michael Lamb Michael Lamb Michael Lamb Emily Hanson Catrin Hird Aqib Majeed Sherralee Lamb
	Marketing Controller	Steve Nixon Steve Nixon Steve Nixon Steve Nixon
	Marketing Processes	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 Jul 2025	
919	Google Search Console	Every 1 Months	IT Controller		16 Jul 2025	
1179	Software Validation Test Email System	Every 6 Months	IT Controller		03 Nov 2025	
1204	Update Pricing for Viamed Shopify	Every 1 Weeks	IT Controller		01 Jul 2025	
1212	Viamed Shopify Sales Report Export	Every 1 Months	IT Controller		01 Jul 2025	
214	Master Indemnity Register	Every 12 Months	Documentation And Records Controller	1	29 Jun 2026	
1241	Review Back to Stock Report on Shopify	Every 1 Weeks	Product Controller		03 Jul 2025	
673	Product Cross References	Every 1 Months	Marketing Controller	3	19 Jul 2025	
671	Pro-Active Marketing	Every 3 Months	Marketing Controller		01 Sep 2025	
675	Research Activities	Every 1 Months	Marketing Controller		26 Jul 2025	
971	Discontinue/Supersede Stock Once Depleted	Every 1 Weeks	Marketing Controller		02 Jul 2025	
278	Google Adwords	Every 1 Months	Marketing Controller		04 Jul 2025	
347	Add calendar to order	Every 12 Months	Marketing Controller		20 Nov 2025	
1080	Vandagraph Shopify Payouts Report	Every 1 Months	Marketing Controller		01 Jul 2025	
1227	Request Feedback from Unique Customer for 2 months prior	Every 1 Months	Marketing Controller		02 Jul 2025	
1238	Medica Review	Every 12 Months	Marketing Controller		01 Aug 2025	
1296	Review Contracts Advance Renewal	Every 24 Months	Marketing Controller		01 Apr 2027	
1236	Tenders Review UK	Every 1 Weeks	Sales Controller	2	04 Jul 2025	
1292	Review Special Price	Every 1 Months	Sales Controller		22 Jul 2025	

1166	Verification Of Ebay Stock	Every 6 Months	Warehouse Team Leader		23 Aug 2025
1168	Verification Of Demo Stock	Every 12 Months	Warehouse Team Leader		04 Apr 2026
1288	Sensor Recycle / Depletions Logging	Every 2 Weeks	Warehouse Team Leader		09 Jul 2025
944	Contract Pricing Review	Every 1 Months	UK Sales Controller		15 Jul 2025
1210	Automotive Competitor Price Review	Every 1 Months	UK Sales Controller		15 Jul 2025
1091	Proforma And Quote Chasing - Steve H UK	Every 1 Months	UK Sales Force		06 Jul 2025
336	Christmas Event - December	Every 12 Months	Human Resources		19 Sep 2025
1225	Training Refresh Issues to Send / Questions to Write	Every 1 Months	Human Resources		01 Jul 2025
538	Maintaining Leaflet Stocks	Every 1 Weeks	Office Processes	1	07 Jul 2025
402	Processing Of Mail Shots	Every 1 Weeks	Office Processes	1	07 Jul 2025
570	Office Sales Projects	Every 1 Weeks	Office Processes		02 Jul 2025
607	Send Service Offers	Every 1 Weeks	Office Processes		03 Jul 2025
41	Calender project needs starting	Every 12 Months	Marketing Processes		31 Aug 2025
900	Medica preparation - Marketing material	Every 12 Months	Marketing Processes		01 Sep 2025
1106	Send Calendars to Sylvia Gallagher	Every 12 Months	Marketing Processes		30 Nov 2025
1205	Review Shopify Website for Missing Images	Every 1 Months	Marketing Processes		06 Jul 2025
1213	Review Search Terms - Shopify	Every 1 Months	Marketing Processes		01 Jul 2025
1228	Viamed Shopify: Office Hours	Every 12 Months	Marketing Processes		02 Jan 2026

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	03 Jul 2025	
1295	Medica Pallet - Return Contents To Stock/exhibition	Every 12 Months	Marketing Controller	15 Dec 2025	
894	EAN GTIN Online Database	Every 6 Months	Sales Controller	01 Aug 2025	
940	Providing Ebay Feedback	Every 6 Months	Office Processes	20 Nov 2025	