

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	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 Category	Supervisor	Responsibilities Members
Office Processes	Office Team Leader	Sophie Lines Zoey Teal Kate Griffiths Emma Clark Michael Lamb Sophie Lines Sophie Lines Sophie Lines Zoey Teal Zoey Teal
	Derek Lamb	Responsibilities Teal Zoey Teal Kate Griffiths Kate Griffiths Kate Griffiths Emma Clark Emma Clark Michael Lamb Michael Lamb
	Derek Lamb	Michael Lamb Emily Hanson Catrin Hird Aqib Majeed Sherralee Lamb
	Derek 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	01 Jul 2025	
409	Proforma And Quote Chasing	Every 1 Weeks	Office Processes	02 Jul 2025	
520	Check Purchase Orders To Suppliers	Every 1 Days	Office Processes	01 Jul 2025	
584	VST Purchase Order Log	Every 1 Weeks	Office Processes	07 Jul 2025	
792	SRS Folder	Every 1 Months	Office Processes	22 Jul 2025	
657	Dishwashing	Every 1 Weeks	Office Processes	02 Jul 2025	
939	Providing Ebay Feedback	Every 1 Months	Office Processes	16 Jul 2025	
1232	Checked repair quotes have been sent to customers	Every 2 Days	Goods Out	01 Jul 2025	

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	01 Jul 2025	
897	Checking Of Active List outstanding customer orders	Every 2 Months	Office Processes	01 Aug 2025	
537	Send Delivery Notifications	Every 1 Weeks	Office Processes	07 Jul 2025	1
509	Shred Sensitive Paperwork warehouse	Every 1 Months	Office Processes	23 Jul 2025	1