



#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
Office Processes	Office Team Leader Derek Lamb Derek Lamb Derek Lamb Derek Lamb	Sophie Lines Zoey Teal Kate Griffiths Emma Clark Michael Lamb Sophie Lines Sophie Lines Zoey Teal Zoey Teal Kate Griffiths Kate Griffiths Kate Griffiths Emma Clark Emma Clark Emma Clark Michael Lamb Michael Lamb Michael Lamb Michael Lamb Emily Hanson Catrin Hird Agib Majeed Sherralee Lamb
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 and Compliance Controller		10 Aug 2026	
919	Google Search Console	Every 1 Months	IT Controller		16 Aug 2026	
1179	Software Validation Test Email System	Every 6 Months	IT Controller		03 Nov 2026	
1204	Update Pricing for Viamed Shopify	Every 1 Weeks	IT Controller		28 Jul 2026	
1212	Viamed Shopify Sales Report Export	Every 1 Months	IT Controller		01 Aug 2026	
214	Master Indemnity Register	Every 12 Months	Documentation And Records Controller		29 Jun 2027	
1241	Review Back to Stock Report on Shopify	Every 1 Weeks	Product Controller		30 Jul 2026	
673	Product Cross References	Every 1 Months	Marketing Controller	2	19 Aug 2026	
671	Pro-Active Marketing	Every 3 Months	Marketing Controller		01 Sep 2026	
675	Research Activities	Every 1 Months	Marketing Controller		26 Jul 2026	
971	Discontinue/Supersede Stock Once Depleted	Every 1 Weeks	Marketing Controller		29 Jul 2026	
278	Google Adwords	Every 1 Months	Marketing Controller		04 Aug 2026	
347	Add calendar to order	Every 12 Months	Marketing Controller		20 Nov 2026	
1080	Vandagraph Shopify Payouts Report	Every 1 Months	Marketing Controller		01 Aug 2026	
1238	Medica Review	Every 12 Months	Marketing Controller		01 Aug 2026	
1296	Review Contracts Advance Renewal	Every 24 Months	Marketing Controller		01 Apr 2027	
56	Sales forecasts	Every 1 Months	Sales Controller	4	14 Aug 2026	
1236	Tenders Review UK	Every 1 Weeks	Sales Controller		24 Jul 2026	

<u>1292</u>	Review Special Price	Every 1 Months	Sales Controller	22 Aug 2026
<u>1166</u>	Verification Of Ebay Stock	Every 6 Months	Warehouse Team Leader	23 Aug 2026
<u>1168</u>	Verification Of Demo Stock	Every 12 Months	Warehouse Team Leader	04 Apr 2027
<u>1288</u>	Sensor Recycle / Depletions Logging	Every 2 Weeks	Warehouse Team Leader	05 Aug 2026
<u>944</u>	Contract Pricing Review	Every 1 Months	UK Sales Controller	15 Aug 2026
<u>1210</u>	Automotive Competitor Price Review	Every 1 Months	UK Sales Controller	15 Aug 2026
<u>336</u>	Christmas Event - December	Every 12 Months	Human Resources	19 Sep 2026
<u>538</u>	Maintaining Leaflet Stocks	Every 1 Weeks	Office Processes	27 Jul 2026
<u>402</u>	Processing Of Mail Shots	Every 1 Weeks	Office Processes	27 Jul 2026
<u>570</u>	Office Sales Projects	Every 1 Weeks	Office Processes	29 Jul 2026
<u>607</u>	Send Service Offers	Every 1 Weeks	Office Processes	30 Jul 2026
<u>41</u>	Calender project needs starting	Every 12 Months	Marketing Processes	31 Aug 2026
<u>900</u>	Medica preparation - Marketing material	Every 12 Months	Marketing Processes	01 Sep 2026
<u>1106</u>	Send Calendars to Sylvia Gallagher	Every 12 Months	Marketing Processes	30 Nov 2026
<u>1205</u>	Review Shopify Website for Missing Images	Every 1 Months	Marketing Processes	06 Aug 2026
<u>1213</u>	Review Search Terms - Shopify	Every 1 Months	Marketing Processes	01 Aug 2026
<u>1228</u>	Viamed Shopify: Office Hours	Every 12 Months	Marketing Processes	02 Jan 2027

Audits Catrin Hird Directly Allocated

#	Task Subject	Time Scale	On Behalf of	Outstanding	Next Due	Create Issue
<u>902</u>	Emails - check they have been done	Every 1 Weeks	IT Controller		30 Jul 2026	
<u>1302</u>	Carry Out The HMRC Slavery Assessment	Every 12 Months	Documentation And Records Controller		01 May 2027	
<u>1295</u>	Medica Pallet - Return Contents To Stock/exhibition	Every 12 Months	Marketing Controller		15 Dec 2026	
<u>894</u>	EAN GTIN Online Database	Every 6 Months	Sales Controller		01 Aug 2026	
<u>940</u>	Providing Ebay Feedback	Every 6 Months	Office Processes		20 Nov 2026	