

Christy-

710 recalls
Open RGA's

Debbie-

I am the back up for invoices
I check for RARC duplicate repairs for Ken each day. (UNOFFICAL EXTRA DUTY)
I also take care of the BOA and No Corps. Per your request and review the report each week. (ANOTHER UNOFFICAL EXTRA DUTY)

Tonya

Safe
Open order report
Firearm price list

Kay

History
Ship holds - nyc
Dealer discounts - yearly update
Record Storage retention, yearly

Denise

Open order backup
Bushnell scopes
(previous - Siren and LE backup)

Norma

1. Historian. Answer emails, phone calls, written correspondence about the company and its products, organize and compile information, review information for relevance to company history.
2. Backup for New Hire Training manual (but Jessica may be doing that now?)
3. Grand American - Run parts and repair side of the business for a 2 week shooting competition.
4. Psychologist. Counsel co-workers on issues here and outside and try to provide workable solutions.
5. Resource Officer. Every time I get up I am stopped by a co-worker to help with a problem or answer a question, which I never mind doing.
6. Employee Relations Representative. I take to management issues that are affecting the team's morale and productivity and offer solutions to the same.

Jessica

WALMART
BROWNELLS
BACK UP ON PARTS HOLDS
BACK UP ON LE