

Nicole-Safety Modification Rebates,
Cod refusals, Credits,
Repair Approvals
back up on scopes.

Dell-SAP trainer

- Internet Administrator Backup
- EDI orders (Sports Inc., Tru Serve, Ace Hardware, Gander Mtn & sometimes Bass Pro)
- Repair Order Report (Invoice Holds)
- Credit Card Rejections on Repairs
- Old Repairs that are still showing open report
- Shipped but not Billed Report
- Duplicate Purchase Order Report
- ROC catalog invoicing/bookkeeping
- Remington Country Store Primary Contact/Order Entry
- WIP & Employee order entry backup
- Wal-Mart backup
- Primary Contact & Order Entry for:
 - Sports Authority
 - Cabela's
 - Ellett Brothers
 - Gander Mountain
 - Midway USA
 - Sportsman's Haven
 - Sports South
 - RJ Retriever Kennels

Inez- PARTS HOLDS
SHIP HOLDS
RARC INVOICE DATA ENTRY
SHAHOUDS ORDERS
OHL ORDERS
RARC GUNSMITH LIST UPDATES
OBSOLETE PARTS DEALER LIST UPDATES
EDI ORDER ENTRY

Derek-

I keep the parts pricelist updated.
Prepare the ammunition centerfire/rimfire/handgun/ and muzzleloader ammunition
training.
Trained the new hires on ammunition.
Keep the timesheets updated.

Melissa

Invoice checking, parts and repair survey cards, sometimes warranty claim forms, back
up for ship holds.

Christy-

710 recalls
Open RGA's

Debbie-

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