



## Job Description

### Receptionist

#### Overview

The Dash Group, based in Redruth, provides a diverse range of services to businesses and consumers. Dash Logistic Services offers distribution, fulfilment, vehicle hire and self-storage throughout the South West and beyond, Dash Convenience Stores serve local communities in Cornwall and DWN supplies maps, hampers, pasties and other fast moving goods to retailers and consumers across the UK.

We are now looking to recruit a full time Receptionist to play a key role in a busy environment supporting multiple departments across the business.

#### Main Duties & Responsibilities

##### General

- Smooth & efficient running of the Head Office main reception,
- First point of contact for phone calls and visitors to site,
- Responsible for company facilities to include, meeting rooms and refreshments, stationery, and office supplies.

##### Director Support

- Provide administrative support to Directors

##### Human Resources & Facilities Support

- Assist with day-to-day operations of the HR department,
- Provide administrative support to the HR Manager/HR Officer,
- Compile and update employee records,
- Maintain written and electronic personnel files,
- Process documentation and prepare reports relating to personnel activities (staffing, holidays, absences, recruitment, training, grievances, performance evaluations etc),
- Coordinate HR projects (meetings, training etc),
- Take minutes in HR meetings,
- Deal with employee queries regarding human resources issues, rules and regulations,
- Assist in payroll preparation by providing relevant data (absences, leavers etc),
- Assist with property facilities management to include upkeep, bookings and maintenance for all company sites,

*Email* [contact@thedashgroup.co.uk](mailto:contact@thedashgroup.co.uk) *Telephone* 01209 313130 *Website* [www.thedashgroup.co.uk](http://www.thedashgroup.co.uk)



- Helping to create staff handbooks and newsletters,
- Booking and organising training,
- Health and Safety walk arounds,
- Continuous monitoring and inspection of premises, including fire alarm testing, monthly checks and organisation of equipment maintenance.

### **Recruitment Support**

- Staff uniform issuing, returns, storage and cost allocation,
- Paperwork for new starter packs,
- Computer setup of new starters,
- Assisting with staff inductions.

### **Accounts Support**

- Data entry of invoices onto company systems
- Chasing missing purchase invoices

### **Personal Specification**

- Previous experience in a busy office environment,
- Organised with good attention to detail,
- Strong ability to multitask,
- Confident in dealing with people on the phone and in person,
- Computer literate,
- Ability to work as part of a team and on own initiative.

### **Further Information**

Reporting to:	Directors/Senior Managers
Based:	Redruth Site (TR15 3RQ)
Hours of Work:	40 hours per week (8.30-5:00pm)
Salary:	£23,000 per annum
Holiday Entitlement:	5.6 weeks per year (including Bank Holidays).

---

*Email* [contact@thedashgroup.co.uk](mailto:contact@thedashgroup.co.uk) *Telephone* 01209 313130 *Website* [www.thedashgroup.co.uk](http://www.thedashgroup.co.uk)

