



## Job Description

### Rental Administrator

Ref: 170-49

#### 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 and other fast moving goods to retailers and consumers across the UK.

We are now looking to recruit a part time Rental Administrator to play a key role in a busy office environment and assist in providing a prompt and professional service to customers and visitors.

#### Main Duties & Responsibilities

- Dealing with customer calls, emails and taking bookings
- Assisting any customers/visitors to the site
- Customer bookings and pricing enquiries
- Processing customer payments
- Booking in and out of rental vehicles
- Dealing with storage customer contracts
- Dealing with internal and external emails
- Filing and general office administration
- Ensuring presentation standards are met with storage facility

#### Personal Specification

##### Essential

- Good customer service skills
- Organised with good attention to detail
- Confident in dealing with people on the phone and in person
- Ability to work as part of a team and under own initiative
- Full UK driving licence

##### Desirable

- Previous experience of working in an administrative environment
- Experience of Microsoft Office

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

## Further Information

Reporting to:	Rental Operations Manager
Based:	Redruth Site (TR15 3RQ)
Hours of Work:	3 full days 8am – 5.30pm Saturdays 8am - 12.30pm Flexibility to cover sickness and holiday and increased hours during busy periods
Salary:	Exceeds National Minimum/Living Wage
Holiday Entitlement:	5.6 weeks per year pro rata
Start Date:	Immediate

## Applications

In writing only with a covering letter, including salary details and CV, uploaded to [www.thedashgroup.co.uk/careers](http://www.thedashgroup.co.uk/careers).

Please quote the reference number on your application.

**Please note applications submitted without a covering letter will not be considered**

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