

Log-in to phone system on arrival in the morning (3CX). Check for voicemail messages, (*4 and follow prompts.
Record a voicemail for any office closures and put a note in the front door window with emergency contact number.
Ensure distribution of incoming mail daily. Open and datestamp all mail. Even "confidential" except for Greg.
Greet visitors, maintain visitor induction records. Use sign-in book. Issue ID passes.
Driver paperwork/liaison. Use of NAV Dynamics Weighbridge System. Monitor screen at reception. Weigh in trucks.
Ensure out-going mail is ready for pick up at 3.45pm. All 2nd class unless otherwise instructed. Know how to use the machine.
Posting invoices/credit notes using NAV
Monitoring and ordering of stationery supplies. Check store weekly, especially A4 printer paper and multi purpose paper.
Order kitchen supplies - tea, coffee, sugar, washing-up liquid, cloths etc.
Ensure Grants Fruiterer is informed of any office holidays.
Receive & distribute info@peacocksalt.co.uk via in-house email.
Scan pods/dispatch notes. Warehouse shipments filed in date order, with most recent to the top.
Answer and distribute calls to appropriate person. Ensure to get name, company, subject of the call, take message.
Use of CRM – leads, tasks etc
Use of credit card hand held terminal.
Total end of day sales on credit card machine & pass to Garry. This done via hand held terminal at reception.
Prepare and send out sample products as requested by sales team. Record each on sample spreadsheet.
The list is not exhaustive!!