



JOB TITLE

Saleroom Assistant

JOB OVERVIEW

The Saleroom Assistant will be jointly responsible for the day to day management of the saleroom.

Working closely with the valuers and administrator, he/she will ensure that all items accepted for sale are properly stored and laid out for sale, undertake photography of items and assist clients in the delivery and collection of items.

Attention to detail is key and implementing and keeping a system for recording the location of items will be required. The role will be physically demanding and will involve liaison with clients visiting the saleroom. The successful applicant will also ensure that the auction rooms are kept operational and tidy at all times and that all preparations are undertaken for viewing and sale days.

DUTIES & RESPONSIBILITIES

Accept auction consignments into the saleroom – assisting clients to unload and in completing the administration paperwork

Assisting purchasers with the loading of items purchased

Be responsible for the proper storage of items within the saleroom and laying items out for viewing and sale

Implementing and administering stock control procedures

Assist the administrator in ensuring the timely removal of items after a sale

Keep the saleroom, reception area and offices tidy at all times and undertaking basic maintenance

Undertaking photography of all items accepted for sale

Preparing the saleroom for viewing and sale days including all equipment required and ensuring that all items properly lotted

PERSONAL SKILLS REQUIRED

Excellent organisational, interpersonal and communication skills

Attention to detail vital and a desire to strive for perfection

The ability to prioritise and work calmly and effectively to comply with tight timescales

The ability to work unsupervised and using own initiative

An enthusiastic, friendly and helpful manner for dealing with clients face-to-face and on the telephone

A hands on approach and physically fit

A practical approach with excellent common sense

PROFESSIONAL SKILLS

Basic computer skills with familiarity with Office software

Good English and communication skills (verbal and written)

Familiarity with photography useful

HOURS OF WORK

Monday – Friday 9am – 5.30pm
(Viewing Days one day per month until 6pm; two days per month until 7pm)
(Saturday Sale Day one day per month 8am – 5pm)

Both positions may require you to occasionally work hours outside of your standard working pattern

SALARY

TBC

Excellent prospects to become a key member of the team