

Vacancy – JUNE 2024

Experienced General auction Porter / saleroom assistant

We are looking to welcome into our small Friendly team a keen hardworking individual who will take pride in their work

Full time 5 days per week plus some Saturdays

21 days holiday (plus paid bank holidays)

Person Specification

Essential skills

- A friendly “can do” attitude and ability to remain calm even on the, sometimes hectic, busiest of days
- A time served experience in handling antiques and precious objects preferably within an auction environment.
- Experience in cataloguing general auctions an advantage.
- Good time-management and multi-tasking skills
- Excellent communication skills and the ability to work effectively as part of a team.
- Ability to consistently lift & move heavy items (with assistance) throughout many of the working days.
- Be willing to learn quickly and take direction.
- Attention to detail and a commitment to maintaining high standards of quality and professionalism.
- A general knowledge of health and safety and experience working in a secure environment is advantageous.
- A proactive and positive attitude with a willingness to learn and adapt in a fast-paced environment.
- Good sound knowledge of Microsoft applications
- Driving licence
- Ability to understand that not all requests made of them will fall within their “job description”
- Ability to learn and expand upon their knowledge within the company.

Key Responsibilities:

Assist, along with other staff, in the effective storage of items entered for auction or intended for collection.

- Identifying items for storage, ensure accurate stock control numbers are easily identifiable.
- Assist in the organisation and maintenance of storage areas, ensuring items are stored securely and in accordance with company standards.
- Ensure items are properly labelled and stored in the correct area/ given to the correct staff.
- Update database with information relating to stock control.

Assist in the collection and delivery process.

- Support clients and logistic companies in the delivery of items to the saleroom.
- Work with logistic companies to ensure items are available for collection via in house and outside shipping service, or by other collection agents or purchasers.
- Check on a regular basis collections and delivery appointments and ensure items are ready for collection.
- Accurately record client's data and log consignments into the offices
- Respond to client enquiries within set timescales.

Assist in the lotting of items for sale and organise time effectively to setup items for presale viewing.

- Accurately lot items for sale, where appropriate assist with condition reports for items lotted, as appropriate.
- Help staff to set up salerooms for viewing, including moving furniture, hanging pictures, and setting visual environments.
- Undertake ad hoc requests
- Provide support for the photography department in moving items required for photography and marketing images.

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auctioneers & valuers

- Ensure compliance with Health & Safety, report any damage or breakages to the Operations Manager.
- Keep areas tidy and free from obstruction.

Salary commensurate with experience.

Applications in writing only to the director

Joesmith@jsfineart.co.uk