

LEONARD JOEL | 100 YEARS

Position Description: Furniture Handler

Reporting to: Manager, Furniture & Interiors Department

Location: South Yarra, Melbourne

Overview:

Leonard Joel is seeking a positive, motivated and physically fit Furniture Handler to assist in the preparation and facilitation of the Furniture & Interiors Auction.

This auction is part of The Thursday Auction at Leonard Joel, Australia's longest running weekly auction featuring Georgian, Victorian, Post-War and Contemporary furniture and interior / decorative items.

Key Responsibilities (include but are not limited to):

- Work efficiently and collaboratively with the Furniture & Interiors team to assist in the assembly, display and facilitation of 40-50 Furniture & Interiors Auctions per year
- Provide high quality client service and liaison in person, via email and phone
- Assist in the identification and appraisal of furniture and furnishings for Furniture & Interiors Auction and for the quarterly Fine Auctions
- Work effectively under pressure, ensuring tasks are addressed in a timely manner
- Stock Consignment: valuation, consignment, cataloguing and photography of stock
- Stock Management: monitor and manage storage facilities and inventory of items in storage and ensure the safe handling of clients' property at all times
- Proactive and efficient facilitation of post-auction sales and participation in reaching auction budgets
- A good level of physical fitness and the ability to adopt safe handling practices for moving, assembling and merchandising furniture for auction is required

Experience

Previous client facing experience is preferred.

Skills & Behaviours

Exceptional organisational skills

Ability to prioritise and work well under pressure

Conversant with Outlook, Word and Excel

Ability to communicate effectively and professionally with a broad range of people

Positive and flexible 'can do' attitude and strong team spirit

Excellent attention to detail

Key Relationships

Head of Decorative Arts

Furniture & Interiors Manager and departmental staff

Front of House Staff and Finance Team

Leonard Joel Clients

Other Duties

Occasional out of hours work for Viewings and Auctions

The ideal candidate will have exceptional organisational and communication skills, with a positive, 'can do' attitude, the ability to work well under pressure and a genuine commitment to providing the highest level of client service in a fast-paced environment.

All applications should include a CV and covering letter addressed to Chiara Curcio, Head of Decorative Arts and sent to: chiara.curcio@leonardjoel.com.au