

**Position Description:** Auction Assistant

**Reports to:** Manager, Objects & Collectables & Head of Department, Thursday Interiors

**Location:** South Yarra, Melbourne

A rare and exciting career opportunity has arisen for an Auction Assistant join our specialist team. Leonard Joel is a well-known and respected auction house dealing in Fine Art, Jewels, Decorative Arts and Private Collections. You will work as a team with the Objects & Collectables Manager and other members of staff in the day to day running of the department.

**Key Responsibilities:**

- Work collaboratively and effectively with staff and external consultants in the facilitation of the weekly Objects & Collectables auctions
- Proactively participate in auction sales targets every week
- Deliver exceptional client service that exceed expectations
- Assist in the identification and appraisal of collectables, objects and books for both the Objects & Collectables auctions and for other, specialist auctions
- Work efficiently under pressure to ensure that all tasks are completed in a timely manner
- Assist the Department Manager in administrative and other duties as they arise
- Monitor storage facilities and inventory of items in storage and ensure the safe handling of clients' property at all times
- Assist with buyer collections after the auction
- Coordinate all client communications; via phone, e-mail and mail in accordance with company policies

**Other requirements:**

- Computer literacy is essential
- Willingness to work evening viewings (once a week) and occasional weekends

**Skills and Experience:**

- Valuation experience across a broad range of categories
- Sales and customer service
- IT systems to support auction processes (i.e. stock and client database)
- Generalist knowledge across a broad range of products/categories
- Warehouse management
- Relationship management
- Sales and customer service
- Time management and organisational skills

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This role will offer the right candidate a strong grounding in the antique auction industry, as well as the opportunity to be part of a friendly and enthusiastic team.

To apply, please send a resume and covering letter addressing the Key Responsibilities and how they relate to your own experience to [anthony.riepsamen@leonardjoel.com.au](mailto:anthony.riepsamen@leonardjoel.com.au) by 5pm on Monday 2 December.