

# LEONARD JOEL

Est 1919

**Position Description:** Administrator, Thursday Interiors

**Reporting to:** Head of Thursday Interiors

**Location:** South Yarra, Melbourne

## Overview

To provide administrative support to the Head of Thursday Interiors, Furniture, and Objects & Collectables departments. Effectively coordinate all auction and valuation related administration and correspondence and be the main point of contact for all clients, providing an exceptional level of service.

Our Furniture and Objects & Collectables auctions are 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):

- Provide administrative support to the Head of Thursday Interiors, Objects & Collectables and Furniture departments
- Manage client enquiries (in person, phone and email) and maintain accurate and efficient departmental appointment calendars
- Ensure all deadlines are met for weekly and quarterly auctions
- Enter all consignments into the database and generate reports for vendors and buyers
- Liaise with clients on all auction related correspondence in a professional and courteous manner, providing exceptional client service
- Return items to clients with appropriate paperwork
- Maintain effective relationships with new and existing vendors and buyers

## Experience

Previous administration experience is essential, with auction house experience 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 Thursday Interiors

Furniture and Objects and Collectables Managers 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 Anthony Riepsamen, Head of Thursday Interiors – [anthony.riepsamen@leonardjoel.com.au](mailto:anthony.riepsamen@leonardjoel.com.au)