

LEONARD JOEL

Est 1919

Senior Specialist - Jewellery

Reports to: Head of Fine Jewels & Timepieces

Location: South Yarra, Melbourne

Full Time

Purpose:

- The Senior Specialist for Fine Jewels & Timepieces is responsible for driving growth in Leonard Joel's Fine Jewellery Auctions (4 per annum) by obtaining consignments for auction, to meet and exceed departmental sale objectives, evaluate jewellery, sell jewellery items and cultivate relationships with collectors, dealers, curators and other industry colleagues.

Key Duties and Responsibilities:

Duties and responsibilities include but are not limited to:

- Source and evaluate property for auction, negotiate contracts including estimates and sale terms, working collaboratively with other specialist colleagues where appropriate
- Assist on all aspects of auction catalogue production including keying in consignments, tagging stock, cataloguing jewellery, layout design, lotting of auctions, creating original content for catalogue essays
- Assist with the auction viewings (including interstate travel) with a focus on face-to-face client contact and responsibility for client enquiries and condition reports
- Cultivate networks among private collectors, dealers, curators and other industry contacts in order maintain and develop the company brand
- 2IC to Head of Department and responsible in their absence
- Other duties as directed

Other Duties:

- Offsite auctions
- Availability for evening auctions and occasional weekend viewings

Key Relationships:

- Head of Fine Jewels & Timepiece
- Thursday Jewellery / Luxury Assistant and Administrator
- Bidders
- Vendors

Professional Skills and Experience:

- Proven experience performing similar duties in an auction house or recognised industry environment

leonardjoel.com.au

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Leonard Joel Pty Ltd ABN 27 136 908 597

- Developed academic and market knowledge of the jewellery industry
- Experience with Microsoft Office programs and databases

Education and Training:

- Qualification in Gemmology, or related field is required
- Diamond Grading preferred
- Driver's license preferred

Personal Attributes:

- Passionate about gems, a driven self-starter with a proven ability to initiate and acquire business
- Excellent client-relations and presentation skills
- Ability to work professionally and collaboratively with all other areas within the business
- Proactive with excellent project management and organisational skills
- Ability to operate well under pressure while delivering excellent work on tight deadlines

All applications should include a CV and covering letter addressed to Bethany McGougan, Head of Fine Jewels & Timepieces, and sent to: bethany.mcgougan@leonardjoel.com.au