

LEONARD JOEL

Est 1919

Position Description: Office Manager

Reporting to: Decorative Arts & Fine Art Specialist / Head of Important Jewels

Location: Sydney

Purpose:

- To provide administrative support to Leonard Joel staff.
- To deliver excellent customer service to Leonard Joel clients.
- To efficiently manage the running of Leonard Joel Sydney Office

Key Responsibilities (include but are not limited to):

- Initiate and deliver customer service solutions that exceed client expectations.
- Handling cash transactions within established guidelines and security procedures.
- Assist clients with general enquires.
- Ability to take initiative to problem solve and take on new projects independently to facilitate the smooth running of the Sydney office.
- Maintain operational functionality of the Sydney office including maintaining signage, presentation, IT and office equipment and managing tradespersons.
- Data Entry of Consignments
- Registering bidders.
- Facilitating excellent Department and Front of House communication.
- Assist and participate in Leonard Joel events as required.
- Undertaking physical tasks as required of the position including bending, lifting and reaching.
- Other duties as directed.
- Offsite auctions
- Be available for evening auctions and occasional weekend viewings.

Leonard Joel is delighted to offer this opportunity to work in this dynamic, fast paced environment, which will offer the right candidate a strong grounding in the auction industry, as well the opportunity to be part of a friendly and enthusiastic team.

All applications should include a CV and covering letter addressed to Madeleine Norton, Decorative Arts and Fine Art Specialist, Sydney and sent to: info@leonardjoel.com.au