

# LEONARD JOEL

Est 1919

**Position Description:** The Auction Salon Furniture Assistant

**Position:** Full Time

**Reporting to:** Interiors Salon General Manager

**Location:** South Yarra, Melbourne

## Overview:

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

The Furniture auction is part of The Auction Salon 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
- Primary point of contact for all client communications within the Furniture Team
- 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

Some knowledge of modern and or antique furniture styles.

Previous client facing experience is preferred.

All applications should include a CV and covering letter addressed to Nick Bastiras, Interiors Salon General Manager [interiors.manager@leonardjoel.com.au](mailto:interiors.manager@leonardjoel.com.au)

[leonardjoel.com.au](http://leonardjoel.com.au)

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