

# LEONARD JOEL

Est 1919

**Position: Important Jewels Administrator**

**Reporting to: Head of Important Jewels**

**Location: Sydney (with some travel to Melbourne for viewings)**

**Role Type: Full time**

Established in 1919, Leonard Joel is Australia's premier auction house; a marketplace for the rare, the beautiful and the extraordinary.

Leonard Joel offers specialist expertise and regular, curated auctions in Important Jewels, Jewels & Timepieces, Fine Art, Decorative Arts, Asian Works of Art, Modern Design, Prints & Multiples, Luxury and more.

In addition to our regular curated category auctions, Leonard Joel specialises in the auction of Private Collections and in our 102-year history, we are proud to have been entrusted with some of the most important and interesting collections in Australia.

## **The Role:**

Reporting to Head of Important Jewels, this role presents an exciting career opportunity in the Auction industry. The role is responsible for delivering all auction administration and processes along with the daily management of customer service solutions for the Important Jewels Department, and support to Jewels & Timepieces and Jewellery Salon in Melbourne.

## **Key Responsibilities:**

- Manage administration of the Important Jewels Department in conjunction with the Head of Department
- Liaising with Jewels & Timepieces Dept. (Melbourne based) and management of interstate stock transfers.
- Auction administration of Important Jewels Auctions—typically three per annum
- Manage client enquiries including undertaking interviews and preparation of auction estimates.
- Database management stock control
- Auction catalogue management including production, photography, and proofing to press stage.
- Content creation and uploading of social media posts.

## **Qualifications & Experience:**

- Minimum 3 years of experience
- Proficiency with IT systems including excel

# LEONARD JOEL

Est 1919

- Previous administrative and client facing experience essential
- Gemmology qualification preferred but not essential
- Experience in the jewellery retail industry essential
- Social media knowledge

## **About You:**

To be successful in this role, you will demonstrate the following skills:

- Positive attitude
- Ability to work autonomously, employ initiative to find solutions, prioritise, exercise discretion, and maintain confidentiality.
- Excellent organisational skills and vigorous attention to detail
- Strong interpersonal and communication skills
- Ability to work well under pressure.

**Please submit your CV and cover letter, addressing the Key Responsibilities, to [hamish.sharma@leonardjoel.com.au](mailto:hamish.sharma@leonardjoel.com.au)**

**Applications close COB 6 December 2021**