

Current Vacancies

Job Title:

Auction House Porter – part time, to include auction Fridays and Saturdays

Main duties:

1. Keeping the auction rooms tidy and clean
Includes tidying away boxes and packaging, sweeping and hoovering
2. Assisting with setting out the saleroom
Includes moving furniture and heavy items eg wardrobes and garden statuary
Organising and displaying items in the saleroom in an organised, safe and attractive fashion in preparation for busy viewing days
3. Assisting clients with booking in items for the auction
Includes reception duties, helping clients bring items into the saleroom from their vehicles, listing items on a receipt and issuing stock numbers
4. Maintaining customer and stock database
Ensuring that all items are accounted for and have a stock number
Assisting with typing receipts into the auction database software
5. Photographing auction items and processing images for website
6. Assisting on busy auction days
Processing live internet bidding and telephone bidding on auction days
Acting as security on viewing days and assisting customers
Helping clients with the collection of their items on auction days
7. Assisting with the collection/delivery of furniture to client's homes

Personal qualities:

The candidate must be able to handle heavy items of furniture in a safe manner

Good interpersonal skills are essential – we are looking for somebody polite, friendly and discreet

A team player with a flexible attitude, not afraid to get their hands dirty!

Skills required:

Good IT and basic photography skills - Excellent customer service skills - Excellent attention to detail

No auction experience or knowledge of antiques necessary

Hours to be agreed but will include auction Fridays and Saturdays

Please apply in writing with CV to info@manderauctions.co.uk