

## Current Vacancies – March 2021

**Job Title:**

Auction House Porter – full time

**Main duties:**

**\*\*Please note we are currently working under Covid regulations and some aspects of the current duties may differ from those shown below at present**

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 lifting and 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/auction 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*  
*Maintaining the client database and updating client's details*
5. Photographing auction items and processing images for website  
*Assisting on busy auction days*  
*Includes reception duties on viewing/auction days, answering telephone queries, registering clients and issuing them with a bidding number, entering clients' written bids into the database, selling catalogues*  
*Acting as security on viewing days and handing out small items eg jewellery, for clients to view prior to the auction*  
*Assisting with live internet bidding and telephone bidding on auction days*  
*Helping clients with the collection of their items on auction days*
6. Assisting with the collection/delivery of furniture to client's homes

**Personal qualities:**

The candidate must be physically fit and able to lift heavy items of furniture

Good interpersonal skills are essential – we are looking for somebody polite, friendly and discreet, also sensitive to the fact that we often deal with the families of deceased estates

A team player not afraid to get their hands dirty!

**Skills required:**

Excellent customer service skills

Ability to work quickly and under pressure

Excellent attention to detail

Good IT and basic photography skills

Hours - 37.5 per week to include auction Saturdays and every third Friday evening to 8pm – time will be given in lieu

Salary - minimum wage