

LEONARD JOEL

Est 1919

Position: Saleroom Assistant

Reporting to: Office Manager and Head of Decorative Arts & Art, Sydney

Location: Sydney

Role Type: Casual (1 day per week with additional days during Auction periods)

Purpose

To provide administrative support to Leonard Joel staff, excellent customer service to Leonard Joel clients, and maintain the presentation of the Sydney saleroom between and during auction periods.

Key Responsibilities

- Supporting Sydney staff with the ongoing maintenance of the saleroom including both administrative and physical tasks
- Assist clients with general enquiries via telephone, email and in-person in an organised, efficient manner
- Ensure all areas of the Sydney saleroom are 'client-ready' and all storage areas are orderly
- Assist with photography during shooting days
- Assist the Office Manager with auction coordination – lotting items, registering bids, answering client queries, phone bidding, attending the front desk during auctions and setting up the saleroom for auctions
- Handling cash transactions within established guidelines and security procedures
- Being available for evening auctions and occasional weekend viewings
- Flexibility to perform other duties as required

Qualifications & Experience

Previous customer facing experience essential.

An interest in fine and decorative arts preferred.

Experience handling and hanging artworks preferred but not essential.

Skills & Behaviours

- Positive, proactive and flexible 'can do' attitude
- Ability to communicate effectively and professionally with a broad range of people, with a commitment to providing a high level of customer service and ability to maintain confidentiality
- Ability to undertake physical tasks (e.g. moving furniture and hanging artworks)
- Ability to prioritise and work well under pressure
- Meticulous attention to detail
- Exceptional administrative and organisational skills
- Conversant with MS Outlook, Word and Excel

All applications should include a CV and covering letter addressed to Ella Nail, Office Manager & Administrator, Sydney, and be sent to sydney.manager@leonardjoel.com.au