

# LEONARD JOEL

**MELBOURNE HEAD OFFICE**

1A Oxley Road, Hawthorn  
VIC 3122 Australia  
(03) 9826 4333 (Phone)  
(03) 9826 4544 (Fax)  
info@leonardjoel.com.au  
leonardjoel.com.au

**Position Description: The Auction Salon Furniture Assistant (Full Time)****Reporting to: Furniture Manager****Location: Hawthorn, 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 client communications for The Auction Salon 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 preferred. Previous heavy lifting / labour intensive work experience preferred.

To apply, please email a CV and cover letter to Chiara Curcio:  
chiara.curcio@leonardjoel.com.au