

ESTABLISHED 1919

# LEONARD JOEL

**MELBOURNE HEAD OFFICE**

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

**Position Description:** Decorative Arts, Design & Interiors Assistant

**Position:** Casual

**Location:** Hawthorn and Abbotsford, Melbourne

**Overview:** Leonard Joel is seeking a positive, motivated and physically fit person to assist with the administration, preparation and facilitation of auctions specific to the Decorative Arts, Modern design and Interiors departments, with involvement in weekly, seasonal multi-vendor and private auctions that include a broad range of categories spanning Antiquity through to 20<sup>th</sup> & 21<sup>st</sup> century design.

**Key Responsibilities** (include but are not limited to):

- Work efficiently and collaboratively within a team to assist in the assembly, display and facilitation of Decorative Arts and Private Collections auctions
- Follow directions, use initiative, and work effectively under pressure, ensuring tasks are addressed in a timely manner
- Stock management including receiving incoming stock and preparing purchases for collection

**Experience**

- Previous client facing experience is preferred
- Computer literacy including data entry, proficiency in Excel, Word, and Outlook
- A good level of physical fitness and the ability to adopt safe handling practices for moving, assembling and merchandising a variety fine furniture, interiors and objects

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