

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: Head of Fine Jewels & Timepieces**

**Reporting to: Managing Director (MD)**

**Role Type & Location: Full Time, Melbourne**

Founded in 1919, Leonard Joel is Australia's most dynamic auction house, offering specialist expertise and regular, curated auctions in Fine Art, Decorative Arts, Jewels & Watches, Asian Art, Modern Design, Prints & Photography, Luxury, as well as the long-running Salon Auction. Reporting to the MD, the Head of Fine Jewels & Timepieces leads the jewellery team, generating business and growing the Leonard Joel brand within the market as market leaders in the secondary market for jewellery and timepieces in Australia.

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

- Achievement of financial targets
- Business development
- Custodian of client stock – management of client stock once entrusted to Leonard Joel
- Relationship management of key clients
- Customer service – keep customer as the focal point of all activities.
- Continuous improvement of process and stock management
- Brand ambassador and brand development – nurture relationships with key industry stakeholders and implement initiatives to build Leonard Joel Brand awareness
- Leadership and development of team

**Skills & Experience:**

- Outstanding customer service values and the ability to deliver exceptional service to clients
- Problem solving by referencing established practices, procedures, and instructions.
- Exercise judgment and initiative
- Accountability for quality of outcomes
- Excellent communication and interpersonal skills
- Ability to work collaboratively and effectively with a broad range of colleagues
- Qualification in Gemmology (GAA) required
- Qualification in Diamond Technology preferred
- Previous auctioneering experience desired but not essential

Leonard Joel is delighted to offer this opportunity to work in this dynamic, fast paced environment, which will offer the right candidate a fantastic opportunity as a leader in the auction industry. This role is open to international applicants. To apply, please submit your CV, a cover letter, and 200 words on *The Unique Nature of the Jewellery Marketplace in Australia* to Kim Clarke, Saleroom & Office Manager, via email: kim.clarke@leonardjoel.com.au