

Philip Serrell Office Administration Position

Job Description

Basic Hours:

- **9am – 5pm, Monday to Friday** (occasionally some flexibility necessary due to late running sales).

Essential Qualities:

- **IT literate**, with good working knowledge of Microsoft Office programmes
- **Excellent organisational skills**, with the ability to be able to work using own initiative
- **Happy to work** as part of a small, close-knit, team
- **Maintain a good working relationship** with clients and customers

Main Duties:

- To coordinate office diary and correspondence
- Answer saleroom phone, and sort autoresponder over holidays periods
- Respond to emails, and sort autoresponse over holiday periods
- Look after all Saleroom office administration, such as IT support, electrical testing, postage, ordering of stationery and sundries, etc.
- Coordinate dates and paperwork re auction dates, valuation days, collections etc.
- Deal with advertising
- Upload live catalogues to website and bidding platforms prior to each sale
- Keep serrell.com website up to date, e.g. forthcoming sales, highlighted lots, sale results, key dates, and edit as necessary
- Coordinate launch of on-line bidding platforms on sale days and undertake on-line bidding during sales
- Have a full working knowledge of GAP Office (training to be given as necessary)
- Work with Saleroom staff to undertake cataloguing, coordinate house clearances, etc.
- Work with other Saleroom staff to undertake condition reports and take photographs as required
- Deal with all post and pre-sale admin, in conjunction with Saleroom Manager, to ensure vendors kept informed
- Issue invoices and take payments if required
- Organise postage of lots post-sale, prepare items for collection
- Accompany PMS on valuations, prepare and send out reports
- To be happy to lend a hand to any other tasks as required