

Current Vacancies

Job Title:

Temporary part-time catering assistant – approx. 15 Saturdays per year - £8.00 per hour

Main duties:

We are looking for an experienced catering assistant to run our busy auction day café. Duties to include basic food preparation, serving customers, maintaining high standards of cleanliness and hygiene
This is a temporary position to cover sick leave

Please apply in writing to: info@manderauctions.co.uk

Job Title:

Part-time Auction Administration Assistant
*Please apply in writing with CV to: info@manderauctions.co.uk
Deadline for applications Friday 30th March*

Main duties:

1. Reception duties
Includes being the first point of contact for clients, dealing with queries, maintaining the online diary and booking in collections and deliveries
2. Maintaining customer and stock database
*Typing entry forms into the auction database software
Maintaining the client database and updating client details*
3. Assisting clients with booking in items for the auction
May include helping clients bring items into the saleroom from their vehicles, listing items on a receipt and issuing stock numbers
4. Photographing auction items and processing images for website
Will include use of a Mac

5. Taking payments

Includes taking payments via card, cash and internet transactions

6. Assisting on busy auction days

Includes reception duties on viewing/auction days, taking payments, answering telephone queries, registering clients and issuing them with a bidding number, entering clients' written bids into the database

Acting as security on viewing days and handing out small items e.g. jewellery, for clients to view prior to the auction

Assisting with live internet bidding and telephone bidding on auction days

Helping clients with the collection of their items on auction days

Skills required:

Ability to work quickly and under pressure, whilst maintaining excellent attention to detail

Excellent spelling and communication skills

Good IT and photography skills

Experience in taking payments and handling cash

Personal qualities:

Good interpersonal skills are essential – we are looking for somebody polite and professional, friendly and discreet. A team player not afraid to get their hands dirty!

Hours:

Monday: 9 – 5pm

Tuesday: 9 – 5pm

Friday: 9 – 5pm

Saturday: Approx. 15 auction Saturdays per year 9 – 6pm

Salary:

£8.50 per hour