



JOB DESCRIPTION

Job Title: Auctioneers Apprentice

SCOPE OF THE JOB

Immediate Reports: General Manager

To assist the General Manager in achieving daily tasks by upholding service levels agreed (SLA's) delivering timely and 100% accurate auction lots in a safe working environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES (NB: The duties and responsibilities of the position shall include, but not be limited to, those areas detailed below.)

- Assist the General Manager to achieve daily tasks and uphold SLA's
- When the General Manager is absent you may be asked to attend the weekly management meeting and in time hold the daily brief.
- You will be an auctioneer who can help lead the team to weekly success.
- You must hold a valid fork lift license –
 - Training and testing can be done through Wellers of Guildford
- To comply with all Auction Assistant duties as outlined below:
 - To set up weekly actions as part of a team in accordance to the G.Ms guidance and standards set.
 - General hygiene duties of all areas of the sale room, yard and kitchen.
 - Keep up to date and comply with all SLA's.
 - You will be on your feet all day.
 - Have a good attention to detail.
 - Have spectacular presentation skills.
 - Cataloguing and photography.
 - You may be asked to go on various trips away from the main building. These include but are not limited to;
 - House clearances
 - Self-storage clearances
 - Collecting stock
 - You may be asked to do tasks outside of your comfort zone, on these occasions you will be given training.
 - You are expected to stay at work until the auction is complete and you are told it is okay to leave by the General Manager.
 - You must have good customer service and people skills.
 - You must be able to operate our online bidding system.
 - Training will be given
 - You must be able to work in a fast paced environment particularly when under pressure.
 - We have 3 sales at West Meon each year along with other Architectural auctions. You are expected to work these for a day in lieu.
- Performing general physical activities, Lifting and lateral movement of items from pallets, use of hand pallet trucks.
- Capture data on our Excel based inventory system.
- Ensure security and good housekeeping is maintained to agreed levels.
- Adhere to and enforce Operations Health and safety directives.
- Any other duties as required.

SKILLS AND EXPERIENCE

- Communication skills to include good verbal clarity and written literacy
- Good knowledge of Microsoft Excel
- Good general computer skills
- Photography Skills
 - Take a focussed and well framed photograph.
- Customer Orientation to provide high quality service
- Results Driven
- Analytical, Accurate and precise
- Self-motivated
- Counterbalance/Reach MHE Licence is ideal
- Hold a full UK driving license

APPRENTICE ROLE

- You will be mentored by the two general managers to give you an overall view of the company in Auctioneering, Merchandising, Spreadsheet manipulation and reporting, trade auctions, farm auctions ,

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Signature (job holder)

Signature (manager)

Print Name

Print Name

Date: _____

Date: _____