

Part Time Administrator required for our small but busy auction house at Easter Compton, Bristol, BS35 5RE. Must have a good sense of humour, a happy and outgoing personality and the ability to stick to strict deadlines when under pressure. Position is part time, hours to suit, salary dependent on experience.

The duties include, but are not limited to preparing raising invoices, typing, answering telephone, dealing with queries for our auctions, packing items for dispatch, maintaining stock system and database, helping with the cataloguing of items. Some light lifting is involved. Must be self-motivated, have the ability to work within a small team, on their own and with the general public

Must be literate, numerate, a good telephone manner and have own transport. Must be flexible with an open approach to duties as holiday and sickness cover will be required for other areas of the business. If you are interested in this position, please download our application form and email to citybidstaff@btconnect.com