

Part Time Administration Assistant required for a varied and interesting job at City Auctioneering Ltd

We are a small commercial auction house, based in Actress Farm, Heathfield, Berkeley, operating from within a warehouse with typical warehouse conditions.

Hands on organiser for the following duties:

1. Reception, answering the telephone and dealing with enquiries
2. Organising the diary, monitoring/answering emails and scanning documents
3. Knowledge of Microsoft Office packages
4. Typing catalogues/schedules, accurate typing skills essential
5. Uploading sales and photos and amending details to online bidding forum
6. Taking payments, chasing payments, dealing with the public
7. Packing items purchased in our online sales ready for dispatch up to 20kg.
8. Ability to work in a small team or on their own
9. Must like dogs

Full training will be given.

Own transport is necessary as there is no public transport to our site. There is free car parking

Full C.V. required including a list of outside interests. Hourly wage open to discussion and, dependent on experience.

The office works from 8.30am – 5.00pm Monday to Friday, with no weekends or statutory holidays worked.