

Fellows

Established 1876

Auction Administration Assistant (Multiple Roles)

Location: On-site, Jewellery Quarter, Birmingham, UK

Working Hours: Full Time

Fellows Auctioneers Ltd is one of the UK's leading auction houses, boasting a rich heritage since our founding in 1876. From fine jewellery and luxury watches to antiques and collectables, we pride ourselves on offering an exceptional range of goods through our bustling auction schedule. As we continue to grow, with significant investment in our back office and website systems, we are excited to expand our team across multiple departments.

We are seeking dedicated and detail-oriented Auction Administration Assistants to play a vital role in ensuring the smooth operation of our auctions. These positions are pivotal to enhancing efficiency as we manage a growing number of sales and provide an excellent experience for our clients. If you thrive in a dynamic, fast-paced environment, this is the opportunity for you.

Your Role: As an Auction Administration Assistant, you will provide essential support to our specialist departments, some of which manage up to three auctions each month. Your responsibilities will include:

- Unpacking and sorting deliveries.
- Raising queries regarding items that have not arrived.
- Preparing lots for viewing.
- Assisting with ticketing items and laying out auctions.
- Supporting viewings, both in person and online.
- Participating in auction day activities.
- Arranging customer collections and dispatching goods post-auction.
- Liaising with the accounts team on client queries and payments.
- Addressing customer enquiries throughout the process.
- Collaborating with other business functions, including Marketing, Business Development, and Events.

What We're Looking For: We are committed to building an inclusive workplace and welcome applicants from all backgrounds. The ideal candidate will possess:

- Ability to multi-task effectively in a fast-paced environment.
- High level of accuracy and attention to detail.

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- Strong organisational and communication skills, both written and verbal.
- Trustworthiness and reliability.
- Capability to work independently and as part of a team to meet tight deadlines.
- Proficiency in Microsoft Word, Excel, and Outlook (training on Microsoft Dynamics will be provided).

Experience and Qualifications:

- Experience working in a fast-paced environment is essential.
- GCSE (or equivalent) in Maths and English (essential).
- An interest in auctions or the specialist areas represented within our business is advantageous but not required.

What We Offer:

- Discretionary bonus scheme.
- Nest Pension scheme.
- Access to an employee discount platform.
- Paid-for parking permit.
- Electric car scheme.
- Company Christmas closure.

Please Note: This is an on-site role based at our head office in the Jewellery Quarter, Birmingham. Remote working is not available for this position. Applicants must have the right to work in the UK as we are unable to offer sponsorship for this role.

How to Apply: If you are passionate about contributing to the success of a long-standing and innovative auction house, we'd love to hear from you. Please submit your CV and a cover letter detailing your suitability for the role to hello@fellows.co.uk

Join Fellows Auctioneers Ltd and become part of a team that celebrates tradition, innovation, and excellence.