

APPLY NOW

York Auction Centre



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SEND CV

JULIET@STEPHENSON.CO.UK

AUCTION ADMIN ASSISTANT

We are looking for an enthusiastic Secretary/ Office Administrator to join our busy Auction Sales office. In this role, you will provide both clerical & administrative support to our Auction Sales team. Are you a strong administrator who can show enthusiasm to learn and progress? Can you multitask in a fast-paced environment?

You'll be:

- Answering and making calls, sending, and replying to emails throughout the day
- Managing workflow of tasks including sales deadlines, emails, telephone calls. (You must be customer service orientated as our business deals with clients on a daily basis).
- Assist in the preparation and processing of Sales documentation including typing, filing, printing and mailing.

Essential skills/knowledge:

- Experience in providing exceptional customer service and building and maintaining relationships.
- Strong administration and IT skills
- Effective communicator with a good understanding of spoken English
- Effective and efficient time management of self and duties and able to prioritise tasks
- Ability to record information accurately and pay attention to detail
- Agricultural knowledge beneficial but not essential

What we can offer you:

- Hours per week : 15-20
- Days: 2-3 (negotiable)
- Rate: £12.50/hour
- Holidays: 29 days per year incl Bank holidays pro rata'd for part time
- Company Pension Scheme
- Full On-site Training
- Free Parking