

Job Description

Mathewsons Classic Cars Ltd



Title:	Auction Administration Assistant
Job Type:	Full Time
Days & Hours:	Monday to Friday: 9am - 5.30pm Saturday: 9am - 12pm (on a rota basis) Additional hours may be required around auction days.
Hourly Rate:	£12.00
Reporting to:	Office Manager

Mathewsons Classic Car Auctions based in Pickering are recruiting an Administration Assistant to join our dedicated team and provide a comprehensive and reliable administration service.

Working to tight deadlines you will be required to undertake all aspects of administration related pre-sale and post-sale activities.

The day-to-day office environment is a very busy one with a need to manage multiple tasks and prioritise work. As well as general administration duties, you should be able to liaise with clients daily via email, telephone and in person working both as a team member and on your own initiative.

Roles & Responsibilities

- Completing the relevant checks and adding a vehicle to the auction computer system.
- Uploading photographs and adding videos to YouTube to be displayed on the online catalogue.
- Completing auction paperwork pre and post-auction.
- Communicating with customers in person, on the telephone and over email.
- Processing payments
- Maintaining vehicle paperwork filing.
- Any other tasks as required.

Skills & Attributes

Experience in a customer facing role	Essential
Written communication skills	Essential
Time management, multitasking, and flexibility	Essential
Accuracy and attention to detail	Essential
Ability to work well under pressure and navigate multiple deadlines	Essential

Interpersonal skills, professional and courteous demeanour, excellent office, email and phone etiquette	Essential
Highly organised and able to work well independently and in collaboration with others	Essential
Flexible working – extra hours required around Auctions	Essential
Familiarity with standard office platforms, such as Microsoft Office	Essential
Previous experience of working in an office environment	Desirable
Excellent numeracy and literacy skills	Desirable
A general interest in the motor industry is desirable	Desirable
Ability to adapt to new computer systems	Desirable

Please complete the Job Application Form and send to hannah@mathewsons.co.uk

Closing Date: Monday 3 June, 5pm.