

# Job Description

Mathewsons Classic Cars Ltd



<b>Title:</b>	Auction Operations Assistant
<b>Job Type:</b>	Full Time
<b>Days &amp; Hours:</b>	Four weekdays Monday to Friday 9am - 5.30pm (day off is negotiable) plus Saturdays 9am - 12pm
<b>Hourly Rate:</b>	To be discussed
<b>Reporting to:</b>	Operations Manager

Mathewsons Classic Car Ltd based in Pickering are recruiting an Operations Assistant to join our dedicated team.

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

The Pickering warehouse environment is a very busy one with a need to manage multiple tasks and prioritise work. As well as general operational duties, you should be able to liaise with clients in person working both as a team member and on your own initiative.

## Roles & Responsibilities

- Preparing vehicles ready to be photographed and videoed by yourself (training provided).
- Use of camera/mobile phone to create content for the online auction catalogue.
- Assisting other staff members and transporters with loading/unloading vehicles.
- Movement of classic and high-end vehicles on site.
- Processing auction entries.
- Engaging with customers on a day-to-day basis

## Skills & Attributes

Experience in a customer facing role	Essential
Ability to use a camera phone/video camera	Essential
Time management, multitasking, and flexibility	Essential
Accuracy and attention to detail	Essential
Ability to work well under pressure and navigate multiple deadlines	Essential
High level of customer service	Essential

Organised and able to work well independently and in collaboration with others	Essential
Flexible working – extra hours required around Auctions	Essential
UK Driving Licence	Essential
A general interest in the motor industry is desirable	Desirable
Ability to use to computer software eg. auction bidding system	Desirable
Interpersonal skills, professional and courteous demeanour, excellent phone etiquette	Desirable

Please complete the Job Application Form and send to [hannah@mathewsons.co.uk](mailto:hannah@mathewsons.co.uk)

Closing Date: Monday 3 June, 5pm.