

Cataloguer | Jewellery Department

Fellows Auctioneers are excited to announce we are recruiting for a Jewellery Cataloguer, to come and join our team as on a permanent full-time basis. Working 35 Hours M-F over in our Birmingham office situated in the Jewellery Quarter. This is a key role within Jewellery department. This is a key role within our jewellery department to assist with cataloguing our jewellery sale.

What the role entails

- To help catalogue the Fine Jewellery sale, the Jewellery sales, and the Gemstone sale.
- To produce accurate and concise condition reports.
- To ensure cataloguing is in line with set schedules.
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- To assist with photography and re-naming of lots.
- To assist with ticketing and the preparation of the view.
- To assist with viewing and sale day, including telephone bidding.
- To help opening of parcels and sorting of consignments if necessary.
- To help with collections and sending out of goods after the sale.

Your personal qualities:

- Bright personality with smart, presentable appearance.
- Effective organisation skills.
- Good time and attendance, reliability, and commitment.
- Good communication and interpersonal skills.
- Ability to work on own initiative.
- Teamworking skills and cooperative approach to work.
- Practical approach to work with good common sense.
- Pro-active approach to work.
- Assertive and persistent.
- Personal pride to work to ensure good results.
- Desire to be part of a winning team.
- Ability to multi task.
- Commercial approach to work.
- High level of accuracy.
- Trustworthy.

The experience you would need:

- To have worked in a commercial jewellery environment for a minimum of 2-3 years.
- FGA (essential); DGA (Preferable); educated to degree level preferable.
- Experience in a one-to-one client facing role.
- Computer literacy, conversant with Microsoft Word, Excel and Outlook (further Navision and Photoshop training with be provided).
- Working knowledge of the internet, particularly in respect of research.

Benefits of joining us include but aren't limited to:

Discretionary Bonus

Paid for Parking Permit

Nest Pension Scheme

Electric Car Scheme

Access to an Employee Discount Platform

Christmas Closure

To apply, please email your CV to Hira Eden Ilyas at Hira@fellows.co.uk.

No agencies.