

Consignment Manager | Jewellery Department

Fellows Auctioneers are excited to announce we are recruiting for a proactive Consignment Manager to join our Jewellery Department on a permanent full time basis over in our Birmingham office.

This key role will provide essential support to the busy Jewellery Department which handles a variety of jewellery items for its sales, and will involve assessing and valuing jewellery across a wide range of sources and price points.

What the role entails

- Completing valuations that come in through the post.
- Meeting with clients and valuing their goods downstairs.
- Sorting and preparing large quantities of stock from regular and distant clients to be prepared for cataloguing.
- Re-pricing unsold lots and communicating with clients including administration of pre and post sales enquiries.
- Closely liaising with the admin team.
- Liaising with the marketing team.
- Liaising with the Logistics team to ensure speedy return of goods to clients.
- Assist prior to auctions with potential bidder enquiries.
- Assist on auction days with telephone bidding and operating bidding platforms.
- Assist with post auction pack up.
- Various duties associated with the auction days.

Your personal qualities:

- Ability to multi task.
- High level of accuracy.
- Trustworthy.
- Smart, presentable appearance.
- Effective organisational skills.
- Good communication skills (by telephone, email, and face to face).
- Ability to work on your own initiative.
- Ability to work in a team to achieve tight deadlines and a cooperative approach to work.
- Interest in jewellery.

The experience you would need:

- Experience of working in a fast paced environment.
- Jewellery knowledge/experience is an advantage.
- A Gemmological Qualification is highly desirable.

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.