

## Administrator | Watches

Fellows Auctioneers are excited to announce after departmental growth, we are looking for a **Administrator** to join our watches team on a **permanent** full time basis. Working 35 Hours M-F in our **Birmingham** office. This key role will provide essential administrative support for our watch team.

### What the role entails

- Unpacking and sorting deliveries.
- Organising collections and deliveries with specialist contractors.
- Liaising with external contractors for repairs, reports, authentication etc.
- Responsible for management of goods in the office and in transit, including organisation of the vault.
- Creating customer paperwork including receipts and collection dockets.
- Assisting with viewing and queries on items.
- Responsible for customer collections and the sending out of goods.
- Covering reception, logistics, and diary management.
- Creating rotas for valuations.
- Working at events.
- Supporting other departments when needed including Auction Day support.

### Your personal qualities:

- Ability to multi-task.
- High level of accuracy.
- Trustworthy.
- Smart, presentable appearance.
- Effective organisational skills.
- Good communication skills.
- Ability to work independently.
- Ability to work in a team to achieve tight deadlines and a cooperative approach to work.
- Demonstrates a positive approach to work and a can-do attitude.
- Computer literacy, conversant with Microsoft Word, Excel and Outlook (further Microsoft Dynamics training will be provided).

### The experience you would need:

- Experience of working in a fast-paced environment.
- Watch knowledge/experience is an advantage but not essential.

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

- Discretionary adhoc team rewards.
- Compensation for overtime and working events.
- Additional days of annual leave awarded for length of employment.
- A collaborative, inspiring, work environment.
- Accessible learning resources.
- Continued professional development at all levels, including auction clerking training.
- Working in a technologically forward environment with access to the latest auction management systems and hardware.
- Free 24/7 access to employee wellbeing support.
- Access to an employee discount platform.
- Electric car scheme with free ports (Birmingham).
- Paid for travel between our Birmingham and London offices, or any external event.
- Companywide, full Christmas closure.

### About Us:

Founded in Birmingham in 1876, Fellows is a family-run firm of auctioneers and valuers based in Birmingham's Jewellery Quarter and Mayfair in London. We are one of the UK's most established auction houses, with a focus on luxury watches, designer brands and unique pieces of jewellery. We hold regular specialist auctions, around 6 every month.

We take pride in our friendly manner and excellent customer service. Our aim is to provide our customers with the ultimate auction experience. We must be doing a good job as we are rated Excellent on Trustpilot!

To apply, please email your CV to Hira Eden Ilyas at [Hira@fellows.co.uk](mailto:Hira@fellows.co.uk).

No agencies please. Unfortunately, we are only accepting applications from those with the right to work in the UK and are not offering sponsorship at this present moment.