

General Valuer & Cataloguer

Salary	Competitive depending on experience.
Role type	Permanent – full time – 37.5 hours per week (Monday to Friday, some Saturdays may be required).
Location	RWB Auctions, 144 High Street, Royal Wootton Bassett, Swindon, Wiltshire.
Reporting to	Head Auctioneer

About us

RWB Auctions, based in Royal Wootton Bassett in Wiltshire, is a reputable and trusted auction house selling jewellery, coins, antiques, clocks, fine art, books, furniture and much more. Also based within the RWB Auction House is The View Gallery, which displays artwork from various artists and operates as a venue for various events.

RWB Auctions is part of the Gold Traders (UK) Limited group of companies. Gold Traders specialises in the buying and selling of gold, silver, and other precious metals. The Gold Traders group also includes The Britannia Coin Company, which buys and sells a wide range of modern and historic coins and Old Bank Antiques.

Role purpose

Due to continued growth, opportunities have arisen in our dedicated and friendly team for the roles of 'General Valuer & Cataloguer'. These key roles will provide essential support with researching, valuing and cataloguing a wide range of items for consignment into our sales. The ability to work at pace with a high degree of accuracy is an essential prerequisite for this role.

Key responsibilities

Typical daily duties will include but are not limited to the following:

- Research and value a wide range of items from walk-ins, house visits and valuation days
- Catalogue a wide range of items, providing accurate, concise information and preparing condition reports.
- Conduct further research on items as needed.
- Provide support with securing new consignments to aid business growth opportunities.
- Work with the photography team to ensure lots are ready for catalogue and promotion.
- Work with the administrative and auction teams to provide excellent customer service.
- Provide support on viewing and auction days, including clerking, as required.
- Assisting where necessary with post sales activities including vendor statements, collections and unsold items.
- Support other areas of the business as and when required.

About you:

We are looking for somebody who:

- Has general valuation and cataloguing experience gained within a similar environment.
- Can communicate effectively with new and existing clients as required.
- Can multitask and prioritise a busy workload in order meet deadlines.
- Has a hands-on approach with the ability to work both independently and as part of a team.
- Is detail orientated and able to maintain an elevated level of accuracy.
- Has excellent written skills.
- Is familiar with auction software including the 'EasyLive' Auctions platform.

Benefits:

25 days holiday, plus bank holidays (prorated for part time employees)

NEST pension scheme.

Further training and development opportunities.

How to apply:

Please send your CV together with a covering letter outlining your suitability to kerry@gold-traders.co.uk

Early application is encouraged as suitable candidates will be interviewed as and when they apply. We reserve the right to close this vacancy as soon as an appointment is confirmed.

All offers of employment are subject to the successful completion of satisfactory pre-employment checks together with confirmation of your right to work in the UK.