

## General Valuer

Salary	Negotiable – based upon experience.
Role type	Permanent – full time – 37.5 hours per week (Monday to Friday). Note that some Saturdays may be required from time to time).
Location	RWB Auctions, 144 High Street, Royal Wootton Bassett, Swindon, Wiltshire.
Reporting to	Auctioneer & Lead Valuer

### About us

RWB Auctions are based in Royal Wootton Bassett in Wiltshire. We are a reputable and trusted auction house selling jewellery, coins, antiques, clocks, ceramics, fine art, glass, books, furniture and much more. We have a busy calendar full of specialist and antique sales, which are held at both our auction house and online.

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.

Due to continued growth, we are now looking for a General Valuer to join our friendly team. This is a very busy and varied role where no two days are the same. If you have previous experience of working within a similar environment, valuing items for auction and are looking for a new opportunity, we would love to hear from you.

### Role purpose

This key role will provide essential support with researching, valuing, and cataloguing of 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:

- Conducting a detailed valuation of a wide range of items to determine authenticity, provenance, condition, and market value.
- Conduct further research on items as needed, seeking guidance from the Auctioneer/Lead Valuer, as necessary.
- In conjunction with the team, ensure the preparation of detailed, accurate, catalogue descriptions and condition reports.
- Provide support with securing new consignments to aid business growth opportunities.
- Work in conjunction with both the Auctioneer/Lead Valuer and the administration team to provide excellent customer service.
- Provide support on viewing and auction days, including clerking as and when required.
- Complete post sale activities including vendor statements, collections, and unsold items.
- Support other areas of the business as necessary.

## **Skills/knowledge:**

We are looking for somebody who:

- Has general valuation and cataloguing experience gained within a similar environment. (Specialist experience of valuing jewellery is advantageous but not essential).
- Can communicate effectively and confidently 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

Company bonus scheme

NEST pension scheme

Further training and development opportunities

