

## **Operations & Stock Movement Manager Theodore Bruce Auctioneers & Valuers**

### **Job Description**

Theodore Bruce is currently looking for an enthusiastic and organised Operations & Stock Movement Manager to efficiently oversee stock operations. Reporting to Managing Director, James Badgery, you will support our busy Auction Departments, and work with a small and friendly team.

### **Employment**

Full-Time

### **The Role includes but is not limited to:**

The Operations & Stock Movement Manager manages stock movement and oversees property maintenance to efficiently support our Auction business.

- Coordinate deliveries, incoming and outgoing stock including shipping, third party carriers and buyers
- Coordinate with the Auction Department to manage incoming vendor stock
- Manage stock movement in our premises including labelling, storage in a secure and accessible location, and movement in a safe manner
- Collaborate with the Finance Team to coordinate payments, shipping, collection of purchased goods & return of stock to vendors
- Ensure public and private areas in our premises remain neat, tidy and well organised
- Coordinate property maintenance and management including waste (ensure bins are taken out) and cleaning
- Efficiently meet Operational Finance targets
- Ensure any operational complaints are professionally managed and resolved

### **Skills and experience**

- Excellent communication and organisational skills
- Capability to regularly lift and carry stock items
- Experience in logistics or stock operations highly regarded
- Commitment to outstanding customer service
- Good judgment and professionalism
- An interest in the auction industry
- Computer skills
- Valid Driver's Licence
- Experience working in a team environment and the ability to multi-task

## **Applications**

If this sounds like you, please email your application to [s.hardy@theodorebruce.com.au](mailto:s.hardy@theodorebruce.com.au) as follows:

1. Subject: <<YOUR FULL NAME>> for Operations & Stock Movement Manager
2. Attach (1) resume (2) cover letter (3) salary expectations
3. Please ensure you have working rights for Australia.

## **About Us**

Founded by the late Theodore Bruce in Adelaide in 1878, Theodore Bruce Auctioneers & Valuers is Australia's oldest family run auction house.

We offer regular auctions in multiple collecting areas and an expert and discrete valuation service for fine art, antiques, jewellery, silver & books, amongst other categories. We have also worked with Australia Post for many years to auction for charity all those items that are unclaimed or unaddressed.

With over 200 years of collective experience, our skilled and knowledgeable team are experts in the buying and selling of fine arts, antiques and collectables.