

Position Description

Title: Operations Assistant
Location: Head Office, Melbourne
Reports To: Operations Manager
Employment Type: Casual
Core Hours: Monday – Friday, 9am-5.30pm

Some evening and weekend work will be required for auctions and/or during peak periods. You may also occasionally be required to work offsite.

Position Description:

Gibson's has an excellent opportunity for someone to join the team, whose role will be responsible for assistance in operational efforts of day-to-day business, in preparation of auctions across all departments. This role requires bending, lifting and usage of ladders and tools.

Key responsibilities

- Assisting with the collaborative efforts involved in auction administration, preparation, installation and assembly of auction viewings and collections.
- Stock management including receiving incoming stock, and receipting goods in line with processes for inventory management and stock control.
- Packing and unpacking of items.
- Safe handling of furniture, artwork, porcelain and other smalls.
- Follow directions and work collaboratively to achieve outcomes.

Essential Skills

- Ability to lift, bend and move to handle variety of both delicate items and heavy in line with safe practices.
- Computer literacy, data entry.
- Attention to detail.
- Punctuality.

Favourable Attributes

- Previous art handling, installation and/or warehousing experience a plus
- Current full driver's licence a plus

General expectations

- To maintain clean, safe and hygienic workspaces.
- Confidentiality of staff and client details, including buyers and vendors.
- Respectful, tolerant attitude towards staff and clients.

Key relationships

- Operations Manager
- Operations Team



Summary

The above is a general overview of tasks you will be expected to complete whilst employed with Gibson's and is not an exhaustive list of your only expectations. Gibson's wishes to encourage a flexible, and co-operative employment environment and interaction of varied roles without rigid parameters.

Gibson's promotes a work environment of ethical standards, respect, tolerance and diversity. It is expected of the incumbent to uphold these values.