



Silverstone Auctions & Classic Car Auctions – Office Admin Support

Main purpose and job scope

Silverstone Auctions and Classic Car Auctions are recruiting an organised and professional individual, capable of working under their own initiative, to assist in the smooth running of the office and events.

Responsibilities and duties

- Answer the phone
- Database cleansing/maintenance
- Data processing – uploading lots and seller details to CRM
- Processing V5's
- Order stationery
- Auction administration – registering bidders, telephone and commission bids etc
- Automobilia support – contacting buyers re delivery of sold lots, contacting vendors of unsold lots, take items to Mailboxes for delivery
- Filing/archiving
- Take the post
- Any other general office duties required

Qualifications, experience and key skills

- Excellent and comprehensive IT skills, confident with Microsoft Office packages
- Previous administrative experience
- Polite telephone manner
- Good written and verbal communication skills
- Ability to multitask
- Well organised
- Ability to work under pressure and in a fast-paced environment
- Full driving licence
- A team player but also able to work as an individual

Finer details

- Full-time position
- Competitive salary with pension
- Office based role close to Gaydon, Warwickshire