

Job Description – Receptionist/Assistant Auction Coordinator

Duties of this Position:

Attend to clients and deal with inquiries on the phone and face to face. Supply information regarding Prime Time Auctions to the general public, clients and customers.

Assist the Auction Coordinators to insure each auction is handled properly and professionally from start to finish.

Experience / Abilities Required:

Experience in verbal and written communication skills, professional personal presentation, customer service orientation, information management, organizing and planning, attention to detail, initiative, reliability, and stress tolerance

Responsibilities of Receptionist/Assistant Auction Coordinator

- **Customer Service.**
Everyone in the company is in charge of quality customer care. Whether it is having a smile in your voice on the phone or going the extra mile, every customer is important and valuable to our business.

- **Answer telephone, screen and direct calls**
- **Take and relay messages**
- **Provide information to callers**
- **Greet persons entering organization**
- **Direct persons to correct destination**
- **Deal with queries from the public and customers**
- **Ensures knowledge of staff movements in and out of organization**
- **General administrative and clerical support**
- **Prepare letters and documents**
- **Receive and sort mail and deliveries**
- **Schedule appointments**
- **Maintain appointment diary either manually or electronically**
- **Organize meetings**
- **Tidy and maintain the reception area**
- **Assist in duties of the auction coordinator which could include:**
 - **Signing of Contracts**
 - **Detailed Inventory Listing**
 - **Making Timelines and Guidelines.**
 - **Communicating with the Seller.**
 - **Communicating with all Departments**

Disclaimer: Although Company has attempted to accurately and thoroughly describe this position; it is not intended to be an exhaustive listing of the duties that may be performed. Company reserves the right to change, add to, or subtract from the duties outlined, at any time, with or without advance notice.