

Position Description

Title: Decorative Arts Administrator

Location: Head Office, Melbourne

Reports To: Head of Decorative Arts

Employment Type: Full Time, Permanent

Core Hours: Monday – Friday, 9am-5:30pm. Some evening and weekend work may be required for auctions and peak periods.

Responsibilities Overview

The Decorative Arts Administrator plays a key role in ensuring the efficient operation of the Decorative Arts department. Responsibilities include administrative support, property flow management, inventory control, and liaising with clients, specialists, and operational teams. Specific duties include:

- **Client and Vendor Liaison:**
 - Greeting clients, assisting with general department enquiries, and managing communications regarding the arrival and return of goods.
 - Managing departmental contracts
- **Inventory and Property Management:**
 - Overseeing property flow and stock control using RFC software.
 - Ensuring all stock is promptly and carefully unpacked, labelled, and photographed on arrival.
 - Assisting with cataloguing, condition reporting, and research.
- **Auction and Exhibition Support:**
 - Assisting with auction venue setup, installation, and lotting.
 - Supporting auction processes, including viewing, telephone bidding, and live bidding platforms
- **Team and Departmental Support:**
 - Assisting Specialists, Consultants, and the Photography Department to ensure accurate and timely catalogues (both printed and online).
 - Uploading catalogues to live bidding platforms and ensuring all text and images are correctly allocated.
- **Office Administration:**
 - Maintaining a clean, safe, and organized workspace.
 - Filing and maintaining administrative documents related to contracts, client registrations, and inventory management.



Essential Skills

- Exceptional organizational skills, with the ability to prioritize and multitask effectively.
- High-level interpersonal and customer service skills, with professionalism and diplomacy.
- Strong computer literacy, including proficiency in Microsoft Office (Word, Excel, Outlook) and the ability to learn new systems.
- Attention to detail and commitment to accuracy in inventory and administrative tasks.
- Strong communication skills, both written and verbal.

General Expectations

- Maintain confidentiality of staff, client, buyer, and vendor information.
- Uphold ethical standards and respect for diversity within the workplace.
- Ensure compliance with health, safety, and regulatory requirements.

Reporting Relationships and Key Relationships

- **Reports To:** Head of Decorative Arts
- **Performance Review Managed By:** Chief Executive Officer
- **Key Internal Relationships:** Operations Manager, Business Manager, Specialists, Consultants, Accounts Administrator, and Operations Team.
- **Key External Relationships:** Clients, Vendors, and Bidders.

Summary

This role is integral to the success of the Decorative Arts department. While the above outlines core responsibilities, the nature of the position requires flexibility and a willingness to support broader team goals. Cooperation, adaptability, and professionalism are essential to thriving in this dynamic environment.

