



Job Description

Job Title:	Antiques Manager
Reporting to:	Commerical Business Manager
Location:	Max Rollitt, Avington, Hampshire, SO21 1DA
Hours:	37.5 hours per week (part-time considered)
Salary:	Competitive - depending on experience

Job Purpose

- To assist the Director with antiques acquisition
- To lead on and manage the antique inventory
- To lead on the antiques lifecycle from acquisition through to restoration and sales
- To manage logistics for stock, working with in-house and external couriers, shipping and distributing items nationally and worldwide

Main Duties

Antiques Acquisition

- The Saleroom and similar sources, identifying items of interest
- Support with sourcing from dealers and fairs for sales to trade, private clients, and interiors projects
- Highlighting auctions to the Director keeping up to date on current and upcoming purchasing opportunities

Stock control

- Keeping up to date on stock using Workhorse inventory software (training to be given), working with the Marketing & Sales Manager
- Assisting the Marketing & Sales manager to ensure full description of item to be listed on the website
- Monitoring and managing restoration costings as they are signed off
- Status reports detailing where the item is and to which restorer the item has or should be assigned to using Workhorse
- Management of Antiques goods in/out, liaising with external companies and delivery companies to ensure smooth entry into the building working closely with the Showroom Manager in keeping the Showroom to an excellent standard for client visits

Antiques coordination

- Working closely with Max and key members of the team, supporting sales administration and processes for antiques from acquisition through to final

delivery to client – auction bidding, item collection, goods-in, stock number allocation, restoration, photography, descriptions, web uploads, client communication, sales invoicing and goods out

- Reviewing The Saleroom/auctions and any other items to be purchased

Other

- Some wider office administration
- Occasional manual-handling

Person Specification

- Degree level qualification in art or design or similar
- Excellent customer/client service and communication skills – phone, email and verbal
- Excellent organisational skills with the ability to multitask
- Working to high standards and attention to detail
- Strong IT and administrative skills – knowledge of Microsoft 365 – outlook, word and excel
- Experience working with inventory systems
- Experience supporting and working within a team
- Ability to work under limited supervision
- *Can do* attitude and pro-active approach to working
- Ability to meet deadlines and handle confidential information on a regular basis
- Being able to work to deadlines
- Interest and knowledge of antiques or art history