

Coordinator, Fine Jewelry & Timepieces:

Clars Auction Gallery, Inc. is the largest full-service auction house in Northern California. The company holds a two to three day auction once a month. The Clars Jewelry & Timepieces Department is seeking a **Coordinator**.

The applicant will also assist with the many everyday duties of the department, including research and display of property, marketing, public relations, and administrative tasks including the review of consignor statements, inventory control, and various customer service duties.

Key Responsibilities:

- Ability to interact with clients to assist specialists in consignments of jewelry and timepieces
- Meet deadlines in a fast paced, team environment
- Be able to work a 2 or 3 day auction weekend per month
- Liaise with clients as needed for all consignment related information including the delivery of pre and post-sale reports
- Proactively track receipt of property and follow-up on open issues
- Facilitate the shipment of goods, on behalf of consignors, buyers and the Gemological Institute of America
- Manage property movement, ensuring all goods are cataloged and photographed
- Assist in the creation and proofing of catalog
- Facilitate sale activities including client views and bids requests and provide support with sending out condition reports
- Manage post-sale communication with sellers for sold, and unsold lots
- Manage departmental supplies

Qualifications:

- Have a four-year college degree in Art History or related field
- Be detail-oriented and possess excellent follow-through
- Be able to work self-directed as well as function as part of a team
- Have strong organization, critical thinking and communication skills
- Have a reliable source of transportation for out-of-office appointments
- Have substantial knowledge of Microsoft Word, Outlook and Excel and feel comfortable learning and adapting to new computer software

When applying, please submit cover letter with resume to rick@clars.com.

Compensation: Salary commensurate with experience.