

Job Role	Auctions Porter (Collections Team)
Reports to	Assistant Collections Manager

Job purpose

Provide efficient and safe collection services to our clients. In addition provide a front line support for the handling/management of auction assets through lot allocation (auction set-up) to final dispatch and or collection. Deliver an efficient and safe collection facility for the business.

Duties and responsibilities

- Nationwide collections/site clearances/ deliveries/assisting supervisor in setting up and running offsite aucitons.
- Provide safe loading/unloading of assets for the purpose of collections on behalf of the business
- Carry out Risk Assessments when collection duties are required
- Ensure all aspects of Health, Safety and Environment polices are observed at all times
- Assist auction viewing by helping customers with enquiries
- Support marketing by capturing digital images and lot description for previews
- Comply with all employment policies specifically Data Protection
- Undertake other duties assigned by the Collection team Managers/Supervisors

Qualifications

Full, clean driving licence

No specific qualifications are required however excellent customer care and a 'can-do' attitude are essential, as are good communications. Attention to detail and complete confidentiality are also required.

Working conditions

The role is based on the road and often requires a high level of flexibility which may include overnight stays/overtime. Personal protective equipment must be worn at all time
Driving duties may be required using our company vehicles

Physical requirements

The duties are repetitive and physically demanding requiring a reasonably high level of physical fitness.

Collections will require some distance driving

Direct reports

Collection team Managers/Supervisors

Approved by:	<i>Charles Loake</i>
Date approved:	<i>24th January 2022</i>
Reviewed:	

