

SALEROOM PORTER

- **Location:** Bukit Merah
 - **Hours:** 5 days a week (Monday, Tuesday Wednesday, Thursday & Saturday), 9am til 6pm
 - **Salary:** \$2,000 to \$2,500 per month
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About the Company

Hotlotz is an auction house in Singapore, established in 2015, and currently holding 30+ sales each year. These include general sales, such as our flagship monthly 'Interiors & Collectibles' sale, and specialist sales of Asian Ceramics, Jewellery & Watches, Fine Art & Peranakan Works of Art.

It is an exciting time for the business as we are entering a period of planned expansion. We have recently moved into larger premises and are increasing the volume, range and quality of our sales.

About the Role

Hotlotz is looking to recruit a Saleroom Porter. You will be an important part of our team, supporting our operations and logistics team. Previous auction house experience is not required; full training will be given.

SINGAPORE'S AUCTIONEER SINCE 2015

Hotlotz Pte Ltd | 28 Jalan Kilang Barat, Singapore 159362
Registration Number 20154698M | hotlotz.com | hello@hotlotz.com | T +65 6254 7616

SALEROOM PORTER

Key Tasks & Responsibilities

- Physically moving items in the saleroom, including larger items such as furniture and art and smaller items like porcelain and glass
- Confidently handling items which may be delicate, rare or valuable and must be handled carefully and safely
- Receiving deliveries into the saleroom and unpacking items
- Ticketing items and checking inventories against items received
- Cleaning items if necessary, in preparation for photography
- Setting up the auction salerooms for viewing
- Ensuring the auction salerooms and back-of-house areas are kept clean, safe, secure and presentable
- General saleroom viewing duties
- Packing items with appropriate materials in preparation for self-collection or shipping
- Assisting clients who are collecting items
- Management and co-ordination of items in our storage areas
- Performing ad-hoc duties, as assigned

Required Skills

- Physically fit with a positive working attitude and good attendance
- A strong sense of ownership and personal accountability
- Good communication skills; you'll be comfortable liaising with clients and colleagues
- Good English verbal communication skills. Chinese or other language skills are desirable
- Previous experience of manual handling or packing is an advantage but not essential

To Apply

Please send a full CV and covering letter via email to jackson@hotlotz.com.

All applications will be treated in confidence. Only shortlisted candidates will be notified for interview.

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