

JOB DESCRIPTION

VEHICLE AUCTION SALES ORGANISER

Location: Central Reading

The role involves:

Administration

- Receiving daily list of vehicles released for disposal
- Carrying out HPI check and MOT status check on each vehicle
- Updating databases at each stage of the process
- On receiving V5 documents completing DVLA online declaration
- Carrying out daily valuations of vehicles (computer based)
- Entering details of each lot into auction programme
- Preparation of catalogue for sale
- Uploading catalogue and photos into online auction platform
- Dealing with V5 administration
- Dealing with general queries arising and administration relating to speeding fines, parking tickets, etc.

Practical Tasks

- Removal of vehicles from Pound once they have been released for disposal
- Gaining access to locked vehicles
- Checking and removing personal possessions, labelling and putting into store
- Emptying vehicles
- Arranging for keys to be cut if applicable
- Photographing vehicles and uploading photographs for online auctions/website.
- Final preparation of vehicles for auction including lotting
- Checking and loading vehicles after sale
- Liaising with Pound staff on a daily basis

General

- To carry out any other tasks as requested
- To assist with the running of other auction sales within the business as required

This is a full time position: 40 hours per week 8 am to 5 pm with 1 hour for lunch, and 1 Saturday per month. 20 days holiday in addition to bank holidays. Industrial forklift certificate an advantage but training will be given.