



Property Auctions

National auctioneers, personal service



Auction Assistant

**An eye for detail and a heart for caring?
Bring your whole self to work with us!**

SDL Property Auctions

Salary £19,305

Chilwell

We are the UK's most successful live-streamed auctioneer, selling hundreds of properties every month in our National Property Auctions and daily Timed Auctions.

At SDL Property Auctions we pride ourselves on being national auctioneers who provide a personal service, delighting our customers with great results every single month. We sell a wide range of residential and commercial properties for both private individuals and corporate clients ranging from investment properties, vacant houses, building plots, commercial and mixed-use buildings and more.

We also partner with more than 1,400 estate agents across the UK, allowing them to benefit from their very own, white-labelled auction department, which boosts their income and enables them to support sellers with fast and faff-free auction sales.

We are passionate about people and property, making sure our customer's experience is as great as can be. We want to do what it takes to make our customer's lives easier and better, regardless of who they are or their position. Our greatest asset is our people – and we know that by empowering them to make a difference, we can all become the best that we can be.

Your life as an Auction Assistant

You will work closely with the Operations Manager to ensure a smooth and effective service for all customers, ensuring that compliance is adhered to at all times. Ensure that properties can 'go live' as soon as possible and that the post auction paperwork is sent in a timely and professional manner, by working closely with the Sales Team. With support from the Operations Manager you will provide an efficient and effective administrative support to the auctions team, ensuring tasks are managed efficiently and that the quality of service is excellent. You will be proactive, professional, organised and have an energetic can-do attitude. You will benefit from a hybrid way of working as you work from the office 3 days a week and your home 2 days a week.

What you'll do

- Publish properties to portals and start timed auctions
- Chasing outstanding solicitors, vendors and bidders for outstanding documents & ID checks
- Ensure sales details are typed to a high standard
- Send AML checks to vendors
- Send draft details to vendor/s for approval
- Send solicitor instruct letter
- Send relevant vendor letters
- Generate and send pre-auction invoicing
- Check all properties are online (website & rightmove/ EIG) and are showing correctly
- Send emails to partner agents once property is online.
- Ensure all properties are being advertised in relevant places
- Generate and send Contracts of Sale/Reservation agreements and Memorandums of Sale to the purchasers/vendors and solicitors.
- Be able to help the Account Manager with post auction invoicing when necessary.
- Help organise Legal Pack inbox when necessary
- Redact legal packs
- Help answer the phones at busy times.

Who we're looking for

We're searching for an organised people person who gets what great customer service looks like and has what it takes to deliver it, as well as:

- Excellent attention to detail
- Proficient in Microsoft Office programmes, particularly excel
- Good standard of numeracy and literacy skills
- A proactive, positive, can-do attitude that opens the way to great teamwork and outstanding service
- Experience of multi-tasking in a fast-paced environment
- The communication skills to write clearly and speak easily with anyone
- An organised way of working and ability to prioritise to meet deadlines
- Good data entry and typing skills
- Previous experience in an administration role
- Eligibility to work in the UK and everything it takes to successfully complete pre-employment screening

And, ideally, but not vitally:

- Previous experience in property role

How to apply

Write an email telling us why this job's got your name on it. Attach your CV. Press send careers@sdlactions.co.uk. If you require any reasonable adjustments for any part of the recruitment process, please let our HR team know within your covering letter.