

Start your career with one of the nation's fastest-growing auction houses, that focuses on treasured collectibles from Sports, Entertainment to Luxury Handbags and Fine Art.

Headquartered in Dallas, Texas, with offices in New York, Chicago, Beverly Hills, London, Hong Kong, and other cities. For almost 50 years, Heritage Auctions has been the largest auction house founded in the U.S. and serves more than 50 different auction categories, including Coins, Sports, Comics, Historical, Jewelry, Fine & Decorative Art, Wine, and many more.

SUMMARY: This is an **entry-level position** responsible for presenting consignment items, which includes sorting, heavy lifting, cleaning, and labeling. The position will also help unpack, tag, and enter property information into the database and assist with client pickups after auctions. This role also involves **traveling** to local/national coin shows to help with set-up and tabling.

BENEFITS:

- Medical, Dental, and Vision coverage
- Paid time off
- 401k savings plans
- Onsite gym with access to personal trainer

LOCATION: South of Dallas/Fort Worth International Airport, NW corner of W. Airport Freeway (Hwy. 183) and Valley View Lane

COMPENSATION: Commensurate based on experience.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Pre-auction tasks

- Enter item information into the computer system accurately
- Ensure all items are imaged promptly
- Prepare (sort, clean, label) items for auctions

Post-auction tasks

- Prepare orders for shipping in compliance with established procedures
- Ship orders immediately after auctions
- Process and forward items remaining onsite until payments are received
- Inform supervisors of any discrepancies
- Review and match numbers accurately
- Other duties may be assigned

EDUCATION and/or EXPERIENCE: 1-2 years related experience and/or training, or equivalent education and experience.

SKILLS & ABILITIES:

- Must be proficient in Microsoft applications, specifically Word and Excel
- Have excellent communication skills
- High ability to effectively multitask and meet deadlines
- High willingness to perform repetitive tasks; be highly detail-oriented
- Work well with others and have a positive attitude.

WORK ENVIRONMENT:

- Individuals must be able to work in a fast-paced, team-focused environment.
- The individual may repeatedly lift to 40 pounds.
- Individuals must withstand long periods of repeating tasks, sitting, walking, looking at a computer monitor, and phone handling.
- Reasonable accommodations may enable individuals with disabilities to perform the essential functions.
- **Department Hours: 6:00 AM - 2:30 PM or 3:00 AM - 2:30 PM Monday through Friday.**

HOW TO APPLY:

1. Send resumes and cover letters to JOBS@HA.com
2. Directly on our careers website: HA.com/careers

Heritage Auctions welcomes and encourages applications from women, minorities, veterans, mature workers, and persons with disabilities. EOE