

**** NEW JOB****A luxury jewellery organisation is seeking a Client Services Representative. Paying £23,000 and based in Mayfair. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job: Client Services Representative

Location: Mayfair

Salary: £23,000

Duties will include but not be limited to:

- Meet and greet clients
- Assist with showing luxury goods
- Provide an exceptional customer experience
- Ensure that public spaces including valuation rooms and viewing rooms are well maintained at all times
- Assist the Client Services Manager with event organisation
- Assist with consignments and collections
- Answer client queries and represent company auction practices by email and telephone

To be successful in this role you will:

- Be enthusiastic and confident
- Be keen to exceed the customers' expectations and consistently deliver unprecedented customer service
- Have a positive attitude and ability to work well in a fast-paced environment
- Demonstrate superior client service and interpersonal skills,
- Be able to build relationships with ease
- Ability to adapt your service and etiquette in line with different cultures for worldwide clientele
- Working knowledge Microsoft Office Suite
- Show a passion for the luxury goods industry and an interest in the auction world

Experience of Auctions is useful but not essential.