

# FINDING WORK



## SCRIBNER AUCTION

### The Company

Scribner Auction Ltd. is a family operation that has been independently owned and operated since 2000. The auction conducts many specialty auction sales including: Antique & Collectible, Variety, Estate, Auto, Farm, Gun & Sportsman, Coin & Currency, Art, Dispersal, Surplus, Real Estate & Fundraisers.

In addition to sales, the company also offers the following services: Auto Glass Repair & Replacement by a licenced professional installer, vehicle detailing for consignors, custom printing and copying, as well as antique appraisals. For more information on the company visit [www.scribnet.com](http://www.scribnet.com).

Scribner Auction is the proud recipient of the 2011 Wainwright & District Small Business "Community Involvement Award".

### The Work

The company employs 10 – 12 part-time people on sale days, as well as two employees during the week. Positions include: camera, clerk, auctioneer, floor coordinators, ring people, concession, cashiers and "sold" marker/processor. During auto sales, the company also employs two to three drivers.

### The Ideal Candidate

The ideal candidate to work at Scribner Auction will have the following attributes:

- High energy
- A high level of tolerance and ability to deal with customer demands in a highly charged environment
- Excellent organizational skills
- Above average stamina
- Ability to stand and walk for long periods of time
- Highly focused



### Camera person

- Supervises and controls live monitors in real time
- Photographs items for sale
- Must have high attention to detail
- Superior ability to concentrate and focus on activity during sales

### Clerk

- Records sales
- Good record keeping skills essential
- Must be able to focus absolutely during period of sale
- Should have good handwriting
- Able to write legibly and spell correctly

### Floor Coordinator

- Ensures that every item is lined up in order of sale catalogue
- Must have good organizational skills
- Must have excellent stamina
- Must be able to handle high pressure
- Must be fast functioning individual
- Ability to focus without being distracted



*Ring Coordinator*

- Ability to quickly spot bids
- Good concentration and attention
- Must be committed to auction sales
- Must like people and have the ability to “entertain”
- Previous auction sale experience an asset

*Concession*

- Must be experienced in the safe handling of food
- *Food Sale* training an asset
- Good customer service skills
- Attention to detail
- Ability to take payment and provide correct change

*Cashiers*

- Must be computer literate
- Must have a high level of customer service
- Able to take payment in cash, debit, credit card or certified cheque
- Must have excellent attention to detail and good mathematical skills

*Processor*

- Matches items with bid number
- Organizes items for customers during sale
- Must be physically fit and able to handle a lot of running and standing
- Good attention span and ability to focus on process

*Field Processor*

- Responsible for visiting farmers, dealerships and potential auction consignors
- Provide accurate and detailed information about the company and its policies and procedures
- Should have excellent communication and customer service skills
- Be enthusiastic and a good sales person

**Hours of Work and Benefits**

Most positions are defined as casual labour and an hourly wage is paid daily per sale day worked. The company sponsors a Christmas Party for staff annually.

Training is provided in house.

**How to Apply**

The company typically recruits by word of mouth, advertisements in the local newspapers and through the Auctioneers’ Association of Alberta.

Individuals who are interested in working at the auction sales should provide a resume, and drop off, e-mail or phone:

Katrina or Kevin Scribner  
Scribner Auction Ltd.  
1235 – 1<sup>st</sup>. Avenue  
Wainwright, AB

**Tel:** 780 842-5666

**Fax:** 780 842-4279

**E-mail:** admin@scribnet.com

