

Online Auction Coordinator

Time commitment – Monday-Saturday, 40 hours/week, flexible hours (not your typical 9-5)

Changing Spaces SRS is hiring! Our 20-person team helps older adults downsize and move. We help our clients sort, pack, manage move day and unpack and settle into their new home. We also organize and run over 50 in-person estate sales each year. We have recently added online auctions to our list of services, and plan to run 1-2 per week, all year long.

We are a small business, but there is nothing small about the work we do. The work involves a lot of responsibility, caring and compassion. We are Senior Move Managers. You'll work with a team of dedicated people who will humble you daily with their work ethic, professionalism and caring nature.

Responsibilities:

- Coordination of tasks pertaining to weekly online auctions and estate sales for a thriving senior move management company in Lincoln, NE.
- Effective communication with clients, shoppers and other staff members
- Computer tasks including spreadsheet creation, online auction updating, basic photo editing
- Customer service duties including phone calls and e-mails

Skills Required:

- Basic computer skills (word, excel, e-mail, re-sizing and cropping photos)
- Customer service skills (via phone and e-mail)
- Interpersonal skills for working with staff, clients and customers
- Attention to detail
- Self-starter
- Nice to have: Wordpress and/or website experience

If interested:

Please visit our website at www.ChangingSpacesSRS.com to familiarize yourself with our business. Send resume and cover letter to Changing Spaces SRS Owner Jeannine Bryant at Jeannine@ChangingSpacesSRS.com