



Auction Block Clerk - \$18/hour - Immediate start

North Toronto Auction is Canada's premier Independent Auction Company. Located in Innisfil, Ontario, North Toronto Auction hosts monthly Public and Dealer auctions at our sprawling facility. Most recently, North Toronto Auction launched AutoGavel, Canada's first online vehicle marketplace open to the public. As a result, North Toronto Auction is adding to their team to assist with the organic growth of their strategic plan.

The Role

The Auction Block Clerk is a crucial Part-Time Role in the thick of the auction action. This person provides administrative support on auction day, directly working with the auctioneer to capture pricing, sell vehicles in a custom online system and assist in conveying the auctioneers chant to the world wide web.

How you will Perform the Role and Succeed

- Thrive in a fast-paced environment, multi-tasking and being calm under the exciting yet pressure filled auction environment.
- Perform tasks with superior accuracy while entering sales data into multiple systems.
- Work well within a team atmosphere to ensure you and the auctioneer provide the ultimate auction experience to our valued customers.

How you will get Hired

- Must be available **Saturdays** as per our auction schedule. Hours 8:30am to 5pm.
- Physically Capable of the stresses of being on your feet all day
- Able to work in varying weather conditions for long periods
- Self-starter with a positive attitude
- Proven Ability to work in a multitasking environment
- Computer Skills: Basic PC skills, Typing/Data Entry, Internet, and MS Office
- Work independently with minimal supervision
- Proven record of punctuality and professionalism
- Follow all applicable safety and health related procedures
- Available to start immediately for training

Email: jointheteam@northtorontoauction.com

[Watch the Video to see the Auction Block Clerk in Action](https://www.youtube.com/watch?v=vHvOWrE9wkQ)
<https://www.youtube.com/watch?v=vHvOWrE9wkQ>