

**Job Title: Trainee Auctioneer**

**Reporting to: Commercial Manager, Harrison & Hetherington Limited**

**Overall Job Purpose:**

To train and develop as a livestock auctioneer on behalf of Harrison & Hetherington Limited in order to source business for the farmstock and wider business and provide a complete service for both vendors and purchasers.

**Job Description**

1. To acquire the necessary skills in order to undertake the role of trainee auctioneer which will include the following:
  - To ensure that Harrison & Hetherington Limited increases its market share through ethical business dealings, excellent customer service, gaining new customers and maintaining the continuing loyalty of existing ones.
  - To liaise and work with the auctioneering and sales team.
  - To analyse and take suitable action on all information pertinent to the business of Harrison & Hetherington Limited.
  - To manage and maintain the correctness of all records pertinent to this role,
  - To build and maintain ongoing relationships with customers and to understand the nature of a customer's business.
  - To promote Harrison & Hetherington Limited within the industry including maintaining links with pedigree breed societies and ensuring that the company remains a leader in principled auctioneering.
  - To ensure compliance with health and safety legislation, and group health and safety policies regarding all activities within the scope of this role.
  - On a day-to-day basis to manage the 'public face' of the auctioneering operation in line with H&H values, strategies and policies.
  - To ensure compliance with all relevant professional bodies, environmental and animal welfare legislation.
  - To gather information from customers to assess their needs and to promote all mediums of livestock trading.
  - To undertake auctioneering rostrum duties.
  - To develop new and potential customers through networking, courtesy and follow-up calls and cold calls.
  - To undertake valuations for government departments and bodies, insurance organisations, private individuals, etc as required.
  - To achieve individual performance objectives
2. To continue personal development by completion of the Livestock Auctioneers Association/Scottish Institute of Auctioneers and Appraisers qualification and to improve personal knowledge of the industry and company business.