

**Position:** Assistant Director of Auction Services (Rolling Meadows, Illinois)

**Position Summary:** HYPERAMS is a boutique liquidation and appraisal services firm looking for qualified candidates that are interested in getting in on the ground floor and growing with the company. The Assistant Director of Auction Services is a position focused on directing the operations of our Auction Division. Candidates will be provided with on-the-job training by our Director of Auction Services, who is an experienced auctioneer and seasoned operations leader. Ideal candidates have an interest in working side by side with customers from a very diverse range of industries and would be eager to learn and advance within a boutique, growing company. This position is located in Rolling Meadows, Illinois.

**Position Duties:**

* Execute auction sales from start to finish:
	+ Schedule and oversee on-site supervisor and labor
	+ Coordinate and proof sale marketing materials
	+ Compile and review lot books and accompanying photos
	+ Oversee auction set-up, execution, invoicing, collections, and post-auction removal
	+ Monitor and conduct online webcast auctions
	+ Manage back office online auction applications
	+ Typical auction sales will include industrial machinery and equipment from a wide variety of industries (metal fabrication, manufacturing, plastics, material handling, construction, agriculture, transportation, etc.)
* Call live auctions as-needed
	+ HyperAMS will sponsor auction school and training if needed
* Over time we anticipate the training provided in this position to provide the opportunity to play an integral part of new business proposals, including:
	+ Initial site visits
	+ Estimating recovery values of auction assets
	+ Developing project budgets encompassing labor, marketing, etc.

**Skills/Qualifications:**

* Bachelor’s Degree required;
* Proficiency with Microsoft Office Suite (Word and Excel), Microsoft Outlook, and general skills with Internet/Intranet usage and ability to learn proprietary software;
* Excellent interpersonal skills, both written and oral, as well as an ability to interact professionally with all levels of management, both internally and at client plant locations;
* Tenacious self-starter, extremely organized and detail-oriented with a strong commitment to quality and accuracy;
* Ability to work both independently and within a team; and
* Candidate must have own vehicle and valid driver’s license.

**Benefits:**

* Advancement Opportunities
* Travel opportunities
* Ability to work in a dynamic, fast-paced environment
* Competitive health insurance and vacation packages
* 401K plus company matching retirement savings accounts
* Join a boutique shop looking for employees that are interested in learning the business and growing with the company.

**HYPERAMS Overview:** HYPERAMS is a full-service auction, appraisal, retail advisory and liquidation, and reverse logistics firm. The Company specializes in assisting both distressed and healthy companies manage surplus assets by providing clients with a complete asset disposition strategy. The Asset Disposition division focuses on investing in excess assets and conducting live and webcast auctions. The Appraisal division provides valuations of machinery, equipment, and inventory in most industry verticals. Since its inception, HYPERAMS has performed hundreds of appraisals, auctions, and store closings on behalf of financial institutions, restructuring/turnaround professionals, private equity firms, as well as business owners.