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ONLINE PROPERTY MANAGER

London

To work as part of the LWH Property Control Team to receive in, handle, pack, process and release artworks consigned by the Online Department.

Phillips values a workforce with a wide variety of experiences, backgrounds and skills, so we encourage you to apply even if you do not meet all of the qualifications.

Duties and Responsibilities

- Receive in artworks for Online sales into the warehouse / condition report and add to inventory
- Flag any condition issues to the Online Department
- Assist the Online Dept. in organizing any restoration, if necessary
- Work alongside the photo studio team to ensure all lots are photographed to a deadline
- Organize transfers from LWH to BSQ for any lots that show as Highlights during other exhibitions
- Assist Cataloguers with de-framing, handling artworks where necessary
- Pack and stage artworks for release after each auction
- Work as part of the Property Control technical team

Professional Skills and Experience

- Sufficient professional work experience handling and packing artworks
- Computer literate and proficient in using inventory systems and Microsoft Office Software

Personal Attributes

- Excellent verbal and written communication skills
 - Ability to deal effectively and efficiently with multiple tasks while maintaining meticulous attention to detail
 - Excellent time management skills with the ability to work under pressure and prioritise to meet strict deadlines
 - Ability to work proactively and intuitively
 - Ability to work independently and as part of a team
 - Ability to work professionally and collaboratively within the business
 - Ability to handle confidential information discreetly and responsibly
 - Ability to learn Phillips' internal programs, systems and software
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Working Conditions

- Work is undertaken primarily within a warehouse environment at our LWH location
- Flexibility with working hours, including some evenings and weekends is essential

To apply, please email a resume and cover letter to careerseurope@phillips.com.