

# SHIPPING COORDINATOR

## New York

The candidate is responsible for all tasks related to shipping, for the NY Watches department.

They will provide support to Watches New York for all their shipping requirements. In addition, they will support office and administration matters when required. 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.

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## Duties and Responsibilities

Although not exhaustive, the list below presents the key functions in this role.

### Shipping

- Prepare shipping estimates for both inbound and outbound property coming to/from New York.
- Coordinate with local shippers and freight forwarders and be the central point of contact between clients, specialist departments and local shippers.
- Ensure that all shipments follow local customs and shipping regulations as well as all internal security procedures. In doubt, consult with external contractors/advisers as well as relevant local shipper.
- Prepare and process client shipping invoices and associated payments
- Coordinate transport domestically or internationally as required for touring exhibitions or client related shipping requests.
- Preparation and coordination of ATA carnets
- Organize and control watch inventory, from receipt of watches and associated accessories, through final deliveries
- Oversee and assist in any Phillips shipping matter, in the area of Watches and Exhibitions, which requires experienced oversight and management.
- Pack, inspect, and photograph all incoming and outgoing property.
- Perform general administrative tasks in relation to shipping and customs procedures.
- Be proactive in assisting or trouble shooting any shipping matter for the Watches team.
- Continuously improve its knowledge about regulations linked to shipping in the United States and Internationally, linked to import duties and the logistics of our main selling locations including London, Geneva, and Hong Kong.
- Continuously research cost and/or time savings measures, including identifying alternative shipping partners, improving processes, equipment, and packaging materials.

### Office Administration

- Ensure that the office is maintained with excellent working conditions and oversee cleaning standards, general maintenance, courier/post room tasks as well as security systems.
  - Process invoices and liaise with New York finance department.
  - Provide punctual support to the New York Operations team for specific local events, exhibitions and auctions.
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## Professional Skills and Experience

- Minimum of 2 years working in a similar role and having gained solid experience dealing with international art logistics and shipping
- Experience with MS Office Suite and Outlook.
- Proven analytic skills (both quantitative and qualitative)
- Language skills – Multilingual desirable

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## **Education and Training**

- Bachelor's Degree or equivalent experience

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## **Personal Attributes**

- Detail oriented with special attention to accuracy
- Excellent time management skills with the ability to work under pressure and prioritize to meet strict deadlines.
- Ability to be flexible, communicative, and work collaboratively in a team environment or on own initiative.
- Must maintain confidentiality and discretion in all aspects and be comfortable with flexible working schedule to meet the needs of the Company

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## **Working Conditions**

- Work is primarily undertaken at the New York Office.
- Occasional travel may be required within the tri-state region.

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## **Additional Info**

- The hourly pay range for the role is \$24.04-26.44 per hour.

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Please submit your resume and cover letter to [Careersus@Phillips.com](mailto:Careersus@Phillips.com). Please use the subject header "Shipping Coordinator". Please be advised: due to the high volume of applicants, we are only able to contact those candidates whose skills and backgrounds best fit the needs of the open position.