

Posted 08 September 2025

SPECIALIST, JEWELLERY

Geneva

Acting as a Specialist in the Geneva Jewellery department, this position is responsible for business getting across Europe for the Jewellery department worldwide auctions and private sales. The specialist will lead a small team and will hold responsibility for selling international auctions by developing a network of private clients, collectors, and dealers.

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

- Source and evaluate property for potential inclusion in sales, working collaboratively with other specialist to set estimates and sales terms for works to be offered, in order to realise auctions with high levels of connoisseurship and profitability.
- Assist the Worldwide Head developing a long term sourcing strategy for Europe with a focus on building a short, mid and long term pipeline of property.
- Assist with major collection valuations and proposals for consignments, working with other senior members of the Jewellery team to position Phillips as a premier platform from which to sell Jewellery.
- Liaise with Client Development and fellow specialists to target buyers for all lots in the sales, and create further specialised selling plans for the sales as possible.
- Participate actively in presale exhibitions worldwide, as discussed with the Worldwide Head on a case by case basis, with a focus on face-to-face client contact, to promote and sell the auctions.
- Cultivate networks among collectors, dealers, curators and others in order to develop relationships and maintain best in class knowledge of the jewellery market in order to cross market all selling categories.
- Produce original content for catalogue essays.
- Develop and expand private sales transactions
- Attend local and regional events including gallery openings, museum events and jewellery and art fairs to represent Phillips.
- Participate in telephone bidding with clients during auctions.
- Perform other duties as requested

Professional Skills and Experience

- Deep academic and market knowledge of jewellery with the ability to carry on eloquently in verbal as well as written communications to a wide variety of audiences.
- Established client base.
- Driven and entrepreneurial with a proven ability to initiate business and track record of success.
- Excellent client and presentation skills including confidence, tact and diplomacy.
- Ability to work professionally and collaboratively with all other areas within the business.
- Obtain high standard of integrity and ability to handle confidential information discreetly and responsibly.

- Proactive with excellent project management and organizational skills.
 - Ability to operate with grace under pressure while delivering excellent work product.
-

Education and Training

- 5+ years or experience performing similar duties in an auction house or internationally recognized jewellery company.
 - GIA/FGA or similar.
 - Fluent English and French.
 - Additional European languages preferred.
-

Personal Attributes

- Driven and entrepreneurial with a proven ability to initiate business and track record of success.
 - Ability to work professionally and collaboratively with all other areas within the business.
 - Obtain a high standard of integrity and the ability to handle confidential information discreetly and responsibly.
 - Proactive with excellent project management and organisational skills.
 - Ability to operate with grace under pressure, whilst delivering excellent work productivity.
-

Working Conditions

- International and domestic travel required.
 - Flexibility for some evening and weekends around the auction calendar as required.
-

Additional Info

This position description is not intended to be an exhaustive list of duties, but it aims to highlight the typical responsibilities of the position. It may be reviewed at any time. The position holder may be requested to undertake other duties commensurate with the general level of the position.

[Click to Apply](#)