

Posted 28 September 2021

BIDS COORDINATOR

New York

This position is responsible for assisting in the registration process, client support and auction support in the Bids Department before, during, and after an auction. The ideal candidate has experience working with data, running reports, and an interest in improving our bids processes to be more digital and streamlined.

This role will work closely with Specialists, Client Development, Marketing and Operations to add/maintain our client database and ensure all deadlines are met in a timely manner.

Duties and Responsibilities

- Register and track client bid requests across various channels (absentee, telephone, and online)
 - Assist with Bids Department responsibilities, including answering the department phone line and monitoring the email inboxes
 - Act as a point of reference for colleagues and clients with auction questions, providing support over email and phone when needed
 - Train colleagues in various sale room roles
 - Manage telephone bid allocation during sales
 - Support online bidding from publishing auctions to reviewing bidders and answering questions
 - Assist with post-sale responsibilities
 - Generate and consolidate reports for specialist and other departments as needed
 - Develop and brainstorm processes to increase efficiency
 - Assist during all periods of activity, including nights and weekends
 - Deliver the highest level of client service, even in high pressure situations
 - Assist with other departments in the company during non-auction periods
 - Assist with saleroom staffing for auctions
 - Assist with catalog subscriptions and mailings
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Professional Skills and Experience

- Interest in the business side of the art world
 - Extreme attention to detail
 - Knowledge of online systems
 - Interest in digital developments
 - Ability to remain calm under periods of high stress
 - Ability to multi task effectively
 - Computer literate: MS Office Suite/Outlook
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Education and Training

- Bachelor's Degree, required
- Master's Degree, preferred

- Fluent English spoken and written language essential
 - Additional languages desirable
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Working Conditions

- Work is undertaken primarily at Phillips office at 432 Park Avenue
 - Ability to work evenings and weekends as necessary during auction seasons
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Please submit your resume and cover letter to Careersus@Phillips.com. Please use the subject header "Bids 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. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.