

ADMINISTRATOR, NEW NOW SALE

New York

The sale administrator will act as a liaison on behalf of the Sale Team and the 20th Century and Contemporary Art Department for both internal and external clients with a focus on generating consignment contracts, accounting for property inventory, sale execution, and handling all issues surrounding client account settlement.

Duties and Responsibilities

SALE COORDINATION

- Maintain an exhaustive knowledge of all objects handled by the sale team by actively managing sale running lists and consignor files including: confirmed, pending, and lost property.
- Issue client contracts, up-to-date, signed, returned and recorded in internal systems. Where applicable, generate contracts with special financial terms such as guarantees and advances for upcoming sales cross-departmentally, liaising with Business Coordinator, Commercial Manager, Business Manager, Finance and General Counsel as necessary.
- Where necessary for sale execution, navigate complex financial structures and exercise fluency in all details of contractual agreements for each consignment in the sale by maintaining special deal sheet.
- Manage financial terms throughout the sale process, including ensuring reserves are set in writing. Generate and track payment term requests and paperwork as well as last-minute guarantee offers, withdrawals, and after sales.
- Serve as liaison between Phillips' top clients as needed to ensure seamless client experience: including but not limited to all consignment related information, details, issues, and logistics including with the shipping department to organize and oversee the collection and receipt of auction property.
- Work closely with warehouse, sale, and property teams to organize photography, transfers, framing and expertise.
- Coordinate and oversee smooth running of sale tours and related events.
- Maintain relevant files, corporate documents, databases and systems in an efficient manner.
- Process and track Purchase Orders for sale expenses, effectively managing sale costs and approvals together with Head of Sale, in line with Company policies and approval matrix.
- Work in concert with Accounting Department to ensure accurate and seamless post-sale and settlement processes for: buyers, consignors, guarantors, and introductory commission recipients.
- Facilitate catalogue production with exacting attention to lot order, estimates, symbols, property titles and proofing.
- Support Head of Sale as required and on all administrative duties for the sale, including but not limited to: tracking and implementation of marketing campaigns and promises, catalogue and exhibition layout, and pre-sale meetings.
- Organize sale activities including client views, condition report dispatch, and bidding inquiries
- Ensure safe-keeping of certificates of authenticity and ensure they are sent to buyers/returned to consignors post-sale.

GENERAL

- Assist with major collection valuations and proposals for consignments, working with members of the Department.
- Provide one-to-one support for the department by fielding mainline phone calls, answering basic questions in a polite and professional manner.
- Work on special projects and on specific administrative, financial, logistics tasks as required.
- Work on presentations - centralizing input from stakeholders - format and incorporate respective documents in (primarily) PowerPoint presentations.
- Work closely with individuals in other departments within the organization and external organizations as required.
- Provide essential companywide support through participation in telephone bidding, bid clerking, conversion board, and other activities for auctions.
- Perform any other ad-hoc duties as requested.

Professional Skills and Experience

- Computer literate and proficient in Microsoft Office Software (Excel, Outlook, Word and PowerPoint), required.
- A minimum of one year's work experience in a similar role, preferred.

Education and Training

- Art History background desirable.
- Bachelor's degree, required.

Personal Attributes

- Ability to communicate in a professional manner with a wide variety of people including written and verbal communication.
- Excellent time management skills with the ability to work under pressure and prioritize to meet strict deadlines.
- Ability to work individually on own initiative and as part of a team.
- Ability to deal effectively and efficiently with multiple tasks.
- Proactive with Excellent organization skills.
- Meticulous attention to detail.
- Ability to work professionally and collaboratively with all other areas within the business.
- Ability to handle confidential information discreetly and responsibly.
- Ability to learn Phillips' internal programs, systems and software.

Working Conditions

- Work is undertaken primarily within an office environment in our 432 Park Avenue location.
- Flexibility with working hours including some evenings and weekends.

Please submit your resume and cover letter to Careersus@Phillips.com. Please use the subject header "Sales Administrator". 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.