

ADMINISTRATOR, 20TH CENTURY AND CONTEMPORARY ART

Hong Kong

To provide administrative, financial and logistic support in managing the sale administration for the 20th Century & Contemporary Art department and to coordinate and/or execute all administrative tasks linked to the 20th Century & Contemporary Art sales in Hong Kong. Assist the Head of Department, Specialists, Senior Business Manager and Administrators with any other tasks as required.

Duties and Responsibilities

- Work closely with the Senior Business Manager and Administrators as well as the Head of the Department and Specialists for all administrative tasks linked to the administration of auctions in Hong Kong: these tasks would start from the coordination of evaluations requests and the contract preparation with consignors to the potential follow-up of payment, collections and shipping delivery
 - Provide an excellent level of service for all administrative tasks involving answer general enquiries, work in coordination with all other support functions (finance, shipping, business management) and record data using internal systems as required
 - Assist to coordinate photography and cataloguing of all properties liaising with relevant departments (art department, photographers, specialists and business management)
 - Assist to organize shipment of properties as required and liaise with the shipping department and other departments as necessary: this involves preparing relevant documentation but also liaising between clients, shipping department and specialists. This would apply to all import shipments and, in some cases, export shipments
 - Assist to liaise with the accounting department for the payment of invoices, the processing of check requests and relevant purchase orders
 - General enquiries:
 - Receive phone calls for the department answering general enquiries questions in a polite and professional manner
 - Compose and edit correspondence, reports, memoranda and other material
 - Meet and greet clients coming to the office and deal with various enquiries
 - Maintain Department Files, Excel files and internal database
 - Work at all auctions and participates in telephone bidding and any other duties as required
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Professional Skills and Experience

- Computer literate and proficient in Microsoft Office Software (Excel, Outlook, Word and PowerPoint), required
 - A minimum of two year's work experience in a similar role, required
 - Strong business sense and an excellent understanding of the art market
 - Exceptional data mining, qualitative and analytical skills with ability to synthesize data and think conceptually
 - Advanced Excel skills to organize data and create reports
 - Experience in process improvement, required
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Education and Training

- Art History background desirable
 - Bachelor's Degree in Art History or related subject, preferred
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Personal Attributes

- Ability to deal effectively and efficiently with multiple tasks
 - Excellent organisational skills
 - Strong attention to detail
 - Ability to communicate in a professional manner with a wide variety of people including superior written and spoken communication.
 - Ability to prioritise effectively and adjust with change
 - Ability to work to strict deadlines and in high pressure situations
 - Ability to work individually on own initiative and as part of a team
 - Ability to learn Phillips' internal processes and systems
 - Good command of spoken and written English and Chinese (Cantonese and Mandarin)
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Working Conditions

- Work is undertaken primarily within an office environment at Hong Kong office location
 - Flexibility with working hours including some evenings and weekends is required
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To apply, please email a resume and cover letter to careersasia@phillips.com