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## **GENERAL OFFICE ADMINISTRATOR, KOREA**

### **Seoul**

The General Office Administrator's role is to undertake administrative tasks, greet and direct clients, answer and respond to calls and emails, all the while providing an exceptional level of client service. The role will be responsible to ensure the tidiness and efficiency of the office and provide support to all local team members on task as required. This role will also work with shipping vendors and support local events.

Qualified candidates will have excellent verbal and written communication skills, a strong ability to multi-task and a friendly demeanor.

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### **Duties and Responsibilities**

- Assist shipping team in coordinating shipments to/from Korea as required
  - Manage phone calls and correspondence with clients and vendors
  - Speak with clients, assist with bids and interface with clients for specific enquiries
  - Sales preparation and client management, including registering clients, generating lists, contacting clients, preparing bid sheets, etc
  - Arrange purchase of standard office equipment; negotiate price, quality, and delivery efficiently
  - Basic translation of company materials
  - Submit timely reports and prepare presentations/proposals as assigned by manager
  - General office management duties as required, including courier services, cleaning and security
  - Work at auctions and special events – and assist with organizing – as required
  - Work closely with other departments in the organization, as well as external organizations and individuals
  - Greet and direct clients
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### **Professional Skills and Experience**

- Proficiency with standard business applications, such as MS Office with an emphasis on Excel
  - Familiarity with database management
  - Fluent in both Korean and English
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### **Education and Training**

- Art History background desirable
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### **Personal Attributes**

- Ability to deal with multiple tasks

- Highly organized with exceptional attention to detail
  - Ability to communicate in a professional manner with all levels of people including colleagues and clients
  - Ability to prioritize and adjust with change
  - Ability to work with strict deadlines
  - Ability to work under high pressure situations
  - Strong analytical skills and problem solving ability
  - Excellent client service skills
  - Absolute confidentiality and discretion
  - Ability to work collaboratively with other areas of the business
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### **Working Conditions**

- The duties will be performed in an office environment
  - The candidate must be flexible with regard to work schedules and weekend hours and be willing to work at all auctions and events
  - The position may require travel for specific tasks and projects
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To apply, please email a resume and cover letter to [careersasia@phillips.com](mailto:careersasia@phillips.com).