

ASSISTANT OPERATIONS MANAGER

Hong Kong

The Assistant Operations Manager will be responsible for leading the logistics of hosting auctions and events in Hong Kong and Asia; overseeing the entire process whilst ensuring completion in a cost effective and timely manner, reflecting our position as the most dynamic and forward-thinking auction house in the world.

The Assistant Operations Manager will provide support to the Operations Manager with managing the in-house gallery and other administrative tasks.

Duties and Responsibilities

Events – Auctions, Previews, Touring and Departmental Events

- Report to Operations Manager, Hong Kong for the planning and organization of all events and auctions in Hong Kong and Asia.
 - Facilitate and supervise all aspects of event planning and execution, including venue set-up, catering, décor, transportation, equipment, IT, AV, program rundown and cost control.
 - Ensure project status and delivery information are promptly communicated to internal teams and other contractors.
 - Perform review of design elements for effectiveness and creativity, and supervise event set-up and installations.
 - Generate new ideas regarding design creation and production techniques for each event.
 - Ensure the cost of hosting each event is maintained within budget.
 - Manage services provided by vendors including but not limited to negotiating quotations, monitoring delivery schedules, quality assurance, and problem resolution.
 - Collaborate with all internal departments, such as shipping, security and specialists, as well as overseas offices, and outside vendors for all venue set-up design, installation & de-installation, and logistics planning.
 - Ensure a prestigious, creative, on-brand experience at all times.
 - Liaise with accounts department for all outgoing payments and maintain quotation and payment records.
 - Perform any other duties as assigned by the Operations Manager.
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Professional Skills and Experience

- Strong time management, organizational, and interpersonal skills.
 - In-depth knowledge of production process and resources, as well as other event resources.
 - Ability to manage challenges and proactively provide solutions.
 - Ability to multi-task.
 - Detail minded, creative, and cost sensitive.
 - Excellent communication skills in English and Chinese (verbal and written).
 - Highly desired to deliver the best.
 - Extremely passionate about venue set-up and display design.
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Education and Training

- Minimum of 5-years experience (or proven experience) in event management and/or venue set-up, design & production.
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Personal Attributes

- Strong time management, organizational, and interpersonal skills.
 - In-depth knowledge of production process and resources, as well as other event resources.
 - Ability to manage challenges and proactively provide solutions.
 - Ability to multi-task.
 - Detail minded, creative, and cost sensitive.
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Working Conditions

- Work is primarily undertaken in our Hong Kong office with attendance at the warehouse as required.
 - The candidate must be flexible with regard to work schedules and weekend hours and be willing to work at all auctions and events.
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To apply, please email a resume and cover letter to careersasia@phillips.com