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JEWELRY INVENTORY ASSISTANT

New York

The Jewelry Inventory Assistant at Phillips Auctioneers is a vital part of the jewelry inventory, receiving and releasing processes for our Jewelry department in New York. This position is responsible for carefully handling, documenting, storing and releasing jewelry safely throughout the pre and post-sale process.

This role is tailored toward a candidate who has strong organizational skills, supreme attention to detail, and is deadline-driven and able to problem-solve on a daily basis in a changing environment. Phillips values a workforce with a wide variety of experiences, backgrounds and skills, so we encourage you to apply even if you do not meet all of the qualifications.

Duties and Responsibilities

- Work in coordination with all other support functions (finance, legal, marketing, valuations, etc.) and record data using internal systems as required.
 - 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, property controller, and specialists.
 - Manage and maintain the inventory of all property by ensuring it is updated daily and utilizing all relevant property control mechanisms and performing regular audits.
 - Work closely with individuals in other departments within the organization and external organizations including jewellers and laboratories as required.
 - Hand carry property to labs, jewelers and to vendors.
 - Liaise with the accounts payable department for the payment of invoices, and the processing of check requests.
 - Assist with the preparation of certificate and condition report packets for sale preview.
 - Coordinate travelling previews: shipping property, forms, and other supplies, create price list and travel catalog
 - Assist in the viewing room during sale week.
 - Hire, schedule and oversee viewing assistants during preview week
 - Submit expense reports on behalf of the Department Head via the correct procedure and adhering to the timescales defined by the finance team.
 - Maintain department Files, Excel files and internal database as applicable to jewelry inventory.
 - Work at all auctions and participate in telephone bidding and any other duties as required.
 - Work on special projects and on specific administrative, financial, logistics tasks as required.
 - Perform any other ad-hoc duties as requested.
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Professional Skills and Experience

- Bachelor's degree or comparable work experience working with clients preferred
 - 1 year of professional experience required
 - Proficiency in Microsoft Office Software (Excel, Outlook, Word and PowerPoint), required.
 - Language skills in addition to English, desirable
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Personal Attributes

- Ability to handle delicate and fragile jewelry items, required

- Ability to work professionally and responsibly with clients, external shippers and all areas within the business
 - Excellent time management skills with the ability to work under pressure and prioritize to meet strict deadlines
 - Excellent organizational skills with 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 work individually on own initiative and as part of a team
 - 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.
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Working Conditions

- Work is undertaken primarily within an office environment in our Park Avenue location.
 - Flexibility with working hours including some evenings and weekends
 - Newly hired staff must be fully vaccinated by their start date. Applicants unable to comply with this policy due to an underlying medical condition or sincerely held religious belief may be eligible for an accommodation, unless such an accommodation would be unduly burdensome or present a direct threat to the applicant, our employees, or the members of our greater community.
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Please submit your resume and cover letter to Careersus@Phillips.com. Please use the subject header "Jewelry Inventory Assistant". 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.