

Posted 25 March 2024

# OPERATIONS PROJECT COORDINATOR

## Hong Kong

The primary focus of the role is to ensure aged property is managed and moved through the business; excess property is managed down to the necessary minimum and the data accuracy of on-site property is controlled. The Operations Project Coordinator will arrange outbound shipments for returning property to owners, as well as providing regular reporting, best practice and process for property counts. Overall, the role will ensure there is a proactive approach to managing historic and post-sale inventory in alignment with the global processes. The role is a fixed-term contract for 6 months.

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.

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## Duties and Responsibilities

- Reconciliation of historic Phillips stock to provide accurate inventory reporting of aged property
- Proactive client outreach to arrange the shipping and/or collection of historic lots
- Prepare shipping estimates and manage end-to-end logistics for outbound property
- Liaise with key stakeholders across the business to ensure the timely and accurate removal of property
- Engage third-party suppliers to discuss inventory management and movement of sold property
- Partner with auction departments and logistics teams to proactively identify opportunities for inventory management and reduction
- Track all costs associated with property movement
- Provide feedback on roadblocks/issues in managing inventory; escalate as necessary
- Manage and coordinate large, consolidated shipments for both air and ocean transfers

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## Professional Skills and Experience

- Complete working knowledge of and experience with import and export documentation and filings, required
- Experience in a client-facing role, with required experienced in dealing with HNWI
- Good knowledge of customs procedures including Temporary Admission and Bonded Warehouse, preferred
- Experience with MS Office Suite and Outlook, required

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## Education and Training

- Good experience dealing with international art logistics and fine art shipping require

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## Personal Attributes

- Strong, positive interpersonal and communication skills (written and verbal) with the ability to work professionally

and responsibly with clients and all areas within the business

- Ability to work towards deadlines
- Excellent service standards including the speed of response and the ability to perform various shipping related functions
- Excellent time and resource management skills with the ability to multi-task and work autonomously in a team based environment
- Ability to understand and work with financial resources
- Excellent client-relations and customer service skills including confidence, tact and diplomacy
- Ability to handle confidential information discreetly and responsibly
- Excellent project management skills

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### **Working Conditions**

- Work is undertaken primarily within a warehouse environment in Hong Kong
- Flexibility with working hours, including some evenings and weekends is essential

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To apply, please email a resume and cover letter to [careersasia@phillips.com](mailto:careersasia@phillips.com).