

## SPECIALIST, JEWELLERY, JAPAN

### Tokyo

Acting as a Specialist based in Tokyo, this position will be responsible for business getting for the Jewellery department across sales locations depending on the type of property/collection sourced for sale. The specialist is also responsible for selling departmental sales by developing a network of collectors and dealers, as well as assisting with selling auctions worldwide.

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

- Source and evaluate property for potential inclusion in Jewellery sales, working collaboratively with specialists, executives, and cross-departmental colleagues to set and approve estimates and sales terms for works to be offered in order to realise auctions with the highest levels of connoisseurship and profitability.
- Assist in producing original content for catalogue essays, entries and footnotes. Assist, as requested, with all aspects of catalogue production locally and internationally.
- Assist in developing a long term sourcing strategy for Phillips with a focus on building a short, mid and long term pipeline of property.
- Assist with major collection valuations and proposals for consignments, working with other senior members of the Specialist team to position Phillips as a premier platform from which to sell jewellery.
- Take responsibility for selling the departmental sales, working with colleagues to focus their clients on specific works of interest and to brainstorm possible sales strategies.
- Liaise with Client Development and fellow specialists to target buyers for all lots in the sales, and create further specialized selling plans for the sales as possible.
- Participate actively in presale views worldwide and other selling-exhibitions, as discussed with your manager on a case by case basis, with a focus on face-to-face client contact, to promote and sell the auctions.
- Cultivate networks among collectors, dealers, curators and others in order to develop relationships and maintain best-in-class knowledge of the jewellery market in order to cross-market all selling categories.
- Attend local and regional jewellery fairs and industry events to represent Phillips.
- Participate in telephone bidding with clients during auctions.
- Perform other duties as requested.

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### Professional Skills and Experience

- 8+ years or experience performing similar duties in an auction house or retailer, preferred
- Deep academic and market knowledge of jewellery with the ability to carry on eloquently in verbal as well as written communications to a wide variety of audiences
- Established client relations and networking skills – especially in Japan

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### Education and Training

- Associated Jewellery qualifications, required
  - Language skills in Japanese and English, required
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### **Personal Attributes**

- Driven and entrepreneurial with a proven ability to initiate business and track record of success.
  - Ability to work professionally and collaboratively with all other areas within the business.
  - Obtain high standard of integrity and ability to handle confidential information discreetly and responsibly.
  - Proactive with excellent project management and organizational skills.
  - Ability to operate with grace under pressure while delivering excellent work product.
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### **Working Conditions**

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