

# SPECIALIST, HEAD OF SALE

## Hong Kong

Acting in the capacity as Specialist in the Jewellery department, this position will successfully manage Hong Kong Jewellery auctions for PHILLIPS, overseeing sale production and selling local sales while cultivating networks among collectors, dealers, curators and others in the Jewellery market.

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

### Sourcing and selling:

- Evaluate property for potential inclusion in sales, working collaboratively with Asia and Worldwide Jewellery department heads, specialists, executives, and cross-departmental colleagues.
- Set and approve estimates in collaboration with the Senior Specialist, Jewellery and ensure sales terms are aligned with department and corporate directives, in order to realize auctions with the highest levels of connoisseurship and profitability.
- Contribute to and implement online and offline marketing strategies to source Jewellery for live and online auctions.
- Cultivate networks among collectors, dealers, curators and others in order to develop and maintain best-in-class knowledge of the Jewellery market.
- Assist with collection valuations and proposals for consignments, working with other senior members of the team/company to position Phillips as a premier platform from which to sell Jewellery.
- Collaborate closely with the Senior Specialist, Jewellery to contribute to the department's strategic allocation of property across sale platforms.
- Drive a successful and targeted pre-sale process through active participation in the pre-sale exhibitions with a focus on one-to-one client contact and collaboratively 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 specialized selling plans for various works in the sales.
- Participate in telephone bidding with clients during the auctions

### Catalogue & Marketing:

- In collaboration with the Senior Specialist, Jewellery, manage and drive all aspects of production of the "catalogues", both printed and online, for the live and online Hong Kong Jewellery sales, including the cataloguing, condition reports, images, video, footnotes, catalogue essays, articles, lot order, and layout.
- Coordinate the Jewellery teams' delivery of aforementioned production assets in accordance with deadlines.
- Oversee, approve and ensure the accuracy of all pre-sale online and offline marketing materials with colleagues in Marketing and Communications/PR in partnership with the Senior Specialist, Jewellery.
- Create the sale press release together with the Senior Specialist, Jewellery.
- Create the sale selling presentation.

### Auction set up:

- Execute layout for pre-sale exhibitions with highest caliber of presentation, teaming with department colleagues, Operations Managers and others as required.

- Attend local and regional events including gallery openings, museum events and trade fairs to represent Phillips.

**Post sale:**

- Conduct post-sale analysis with department, specialists and Client Development to consider new sale strategies for subsequent seasons and identify new objectives for best practices.

**HR:**

- Supervise, provide performance management, coaching and development to the Sale Administrator and the Cataloguer.

**Other:**

- Conduct Private Sale transactions in line with corporate policy.
- Perform any other duties as requested.

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**Professional Skills and Experience**

- 6+ years of experience performing similar duties in an auction house or internationally recognized jewellery house.
- 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 base.
- Excellent client-relations and presentation skills including confidence, tact and diplomacy.

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**Education and Training**

- GIA/FGA or similar.
- Excellent communication skills in English and Chinese (verbal and written), preferred.

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