

SHIPPING COORDINATOR

Hong Kong

The Shipping Coordinator focuses on managing end-to-end shipping and logistics for fine art, jewels, and watches within Asia and internationally, ensuring compliance with all laws and regulations. Close collaboration with specialist departments and related parties is essential for providing exceptional service to both internal and external clients. Phillips values a diverse 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

The list of duties, although not exhaustive, is listed below.

- Manage end-to-end shipping for domestic and international import and export arrangements.
 - Handle shipping and logistics inquiries in a professional manner and work closely with specialist departments and related parties to deliver exceptional service to internal and external clients.
 - Manage all paperwork for import and export shipments, ensuring compliance with customs regulations, laws, and company policies.
 - Apply for necessary licenses (e.g., CITES, ATA Carnet) and ensure timely and accurate submission of documentation submission for property movement.
 - Coordinate with offsite warehouses to handle property reception, viewing room bookings, and internal transfers.
 - Liaise with suppliers to coordinate shipping and logistics services for property movement both domestically and internationally.
 - Lodge customs declarations with HK Customs for imports and exports in a timely manner.
 - Monitor shipment progress, provide proactive status updates, troubleshoot issues promptly, and keep all interested parties informed.
 - Report any damages, losses, or discrepancies immediately to the line manager and relevant departments.
 - Partner with other regional shipping teams and departments to support property movement.
 - Ensure accurate records are maintained, all required documentation associated with shipments is scanned and filed in accordance with department procedures.
 - Perform general administrative tasks, process and handle payments, and respond to inquiries related to shipping.
 - Support exhibitions in Hong Kong and assist with projects or directives as assigned by the manager.
-

Professional Skills and Experience

- Minimum of 1-2 years of experience in international logistics and shipping, including customs compliance and freight forwarding.
 - Preferable experience in the fine art, jewels and watches industry.
 - Proficient in spoken and written English, Cantonese, and Mandarin.
-

Education and Training

- Bachelor's degree in administration, operations, management or related field preferred.
-

Personal Attributes

- Quick learner with the ability to apply knowledge effectively and multi-task while working autonomously in a team-based environment.
 - Capable of working both independently and collaboratively as a team member to complete tasks effectively.
 - Adaptable in managing time-sensitive shipments, setting priorities, and handling last-minute scheduling to meet deadlines.
 - Strong customer service skills.
 - Positive communication skills that are both professional and friendly when interacting with co-workers and clients of Phillips.
 - Flexible with the ability to work overtime and weekends when required.
-

Working Conditions

- Work is primarily undertaken in our Hong Kong office with attendance at the warehouse and gallery as needed.
 - The candidate must be flexible regarding work schedules and weekend hours and be willing to work at all auctions and events.
-

Additional Info

Interested parties please apply and send your Full resume with expected salary to us by clicking "Apply Now".

To apply, please email a resume and cover letter to careersasia@phillips.com.