

OPERATIONS ASSISTANT

New York

The Operations Assistant performs a wide range of duties to help support the Operations Department. This role is essential in the efficient operation of the office and gallery by handling administrative tasks, vendor coordination, inventory management, facilities upkeep, and health and safety responsibilities. It provides hands-on operational assistance for events, auctions, and daily site needs, ensures a safe and well-maintained environment, and assists the Operations team with general duties as required. 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

Administrative

- Process Operations Department purchase orders and expenses, track payments, complete the new vendor forms, liaise with Phillips AP and vendor AR departments
- Obtain vendor COIs and indemnity agreements, ensure they meet requirements and are kept up to date
- Track and respond to all company maintenance requests

Office and Mailroom

- Responsible for inventory management of office supplies, order and restock items such as paper, stationery, pens, paperclips, folders, bottled water, and furniture
- Pickup mail and packages from building mailroom and deliver to staff when Client Services is unable to
- Make deliveries between office and gallery including mail, supplies, and library books
- Oversee shredding collection services vendor
- Responsible for inventory management of pantry supplies, order and restock items such as paper towels, sponge, dish soap, plastic utensils, plates, cups, milk, tea and coffee
- Maintain all pantry equipment including dishwashers, ice machine, refrigerators, coffee machines and water dispensers

Health and Safety

- Conduct monthly safety inspections
- Responsible for inventory management of first aid and PPE supplies, order and restock first aid kits and PPE
- Patrol premises routinely to identify and remediate hazards and maintenance issues
- Place safety hazard signs and stanchions in the building (wet paint, wet floor, work above etc.) when required
- Maintain CPR and AED certification, perform site Fire Warden duties
- Keyholder responsibilities to open and close the site
- Provide breaks for security guards when required
- Gallery and office emergency responder when necessary, conceivably during non-business hours

Facilities

- Responsible for inventory management of porter supplies, order and restock items such as trash bags, cleaning solutions, soap, swifter pads, and hand towels
- Assist with ensuring the general integrity and cleanliness of gallery and office, by cleaning debris piles, spills, messes, leaks and floods as needed, remove any random trash from interior and exterior of premises
- Oversee relationship with exterminator and rubbish collection vendors
- Empty fridges weekly
- Empty dishwasher each morning when porter unavailable
- Reset meeting rooms, collect water bottles, glasses, and replace with new before and after meetings

Operations

- Support Operations Team with daily tasks
 - Assist in exhibition, auction, staff meeting, conferences and event setups and de-installs
 - Accompany vendors working onsite, occasionally during non-business hours
 - Assist office and desk moves, assembling and moving furniture, unplugging and cabling equipment
 - Provide video production support during auctions
 - Complete minor repairs
 - Receive Operations deliveries such as pallets and boxes of supplies, packaging, catalogues and bottled water; put away in storage
 - Maintain a clear and clean loading dock and storage areas
 - Serve as gallery primary freight elevator operator
 - Operate BMS (Building Management System) to adjust office and gallery temperature
 - Perform any other ad-hoc duties as requested
 - Assist in LIC warehouse as required
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Professional Skills and Experience

- Ability to communicate in a professional manner
 - Work independently
 - Attention to details
 - Must be able to lift upwards of 70 pounds
 - Dependability
 - Team player
 - Proactive individual who shows initiative during down times
 - Willingness to help others
 - Professional attitude: Friendly, patient, outgoing, professional appearance and demeanor
 - Commitment to regular and punctual attendance
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Education and Training

- High school diploma or GED preferred
 - 2 years of office and clerical experience
 - 2 years porter or custodial experience
 - Some mechanical skills desired
 - Able to work a flexible schedule including some nights and weekends
 - Must be reliable and professional
 - Good customer service skills
 - Good communication skills
 - Proficient in Microsoft Office Suite: Excel, Powerpoint, Word, Outlook
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Working Conditions

- Work is primarily undertaken in 432 Park Ave gallery and office and 950 Third Avenue office
- Occasional work at LIC warehouse

- Occasional evening and weekend shifts required.
 - Must be able to lift up to 70 lbs.
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Additional Info

- The hourly pay range for the role is \$20.00-25.00 per hour.
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To apply please visit: <https://phillipsauctioneers.bamboohr.com/careers/495>. 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.