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ASSOCIATE REGIONAL REPRESENTATIVE

Seoul

The Associate Regional Representative, Korea is to assist the Regional Representative, Korea in spearheading business getting for worldwide sales and assist with business development opportunities in Korea. The position will require the incumbent to cultivate networks among collectors, dealers, curators and others in the modern & contemporary art market as well as evaluate artwork, bring in consignments, and sell artwork across the different disciplines. This role will also assist the necessary internal departments with Client Strategy and Marketing responsibilities for Korea alongside leading on all administration responsibilities for the Korean office.

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

Associate Regional Representative

- Business development in all departmental categories (modern & contemporary art, design, editions, jewellery, watches and photographs) referring clients to the relevant Specialist departments dependent on the clients' needs.
- Work closely with the Business and Client Strategy, Marketing and Communications teams to contribute to the development of client, sales and communication strategies as necessary.
- Identify and develop new consignors and buyers; liaise with the Client Strategy team as well as the Department Heads and Specialist departments to build relationships and ensure client information is logged on to the client strategy system.
- Outreach to existing and potential clients for business getting ensuring a firm understanding of the clients' collections and requirements and providing information and analysis to the relevant stakeholders.
- Attend local and regional events including gallery openings, museum events and art fairs to represent Phillips and acquire primary pricing intelligence.
- Document all client interaction in Phillips' database and systems to ensure client accounts are kept up to date.
- Keep up to date knowledge of the industry and competitors, report findings to the Chairman, Asia and Head of Business Development frequently and enhance awareness of the Phillips brand in the targeted communities.

Client Liaison

- Assist in the evaluation of property for potential inclusion in departmental sales, working collaboratively with specialist colleagues to set estimates and sales terms for works to be offered in order to realize auctions with high levels of expertise and profitability.
- Participate actively in all pre-sale exhibitions, with a focus on face-to-face client contact, to promote and sell the sale.
- Liaise with Client Strategy and fellow specialists to target buyers for all lots in the sales.
- Work with, advise and support clients known to you with consignments and private sales.
- Monitor client satisfaction through follow up on solving client issues and problems.
- Initiate measures to research and resolve client raised issues.
- Ensuring the upkeep of accurate records through the use of a database.
- Work with Specialists and the Proposals Writer to prepare proposals for business getting for the sales.

Administration

- Provide support and guidance as necessary to the team in Korea and the wider team in Asia.

- Receive phone calls for the department answering basic questions in a polite and professional manner, fielding calls from inquiring parties.
- Compose and edit correspondence, reports, memoranda and other material.
- Account for all inventory by maintaining consignor files and excel spreadsheets, including pending sale property.
- Coordinate the collection and receipt of auction and private sale property with the shipping department and warehouse.
- Liaise with the client accounting department to ensure accurate post-sale and settlement processes.
- Coordinate with shipping agent and art handling service company to ensure a safe and proper transportation and delivery of the artwork.
- Arrange photography and cataloguing of artwork liaising with relevant departments.
- Maintain Department Files, Excel files and internal database.
- Aid the Heads of Sale, Heads of Department and Specialists with various tasks.
- Work at all auctions participating in telephone or online bidding, bid clerking and any other duties as required.

Client Strategy

- **RESEARCH:** Conduct research, collect and analyse client data, and gather intelligence. Generate reports, summaries and recommendations to inform and support business development efforts.
- **CLIENT REVIEW AND ANALYSIS:** Conduct regular client reviews within the Business Development and Specialist teams to assist with building effective client target strategies. Provide data support and analysis to inform the development of effective consignment strategies and buyer development strategies.
- **PRE-SALE:** Work with Departments to support pre-sale outreach efforts by providing client data analysis and market intelligence, contributing to catalogue and marketing lists, and identifying cross-departmental opportunities. Participate in pre-sale interest meetings.
- **POST-SALE:** Contribute to post-sale meetings ensuring thorough capture of client activity, setting and articulating future client strategies and working with Departments to establish business priorities for upcoming season.
- **EVENTS:** Assist the Marketing and Events functions with compiling guest lists for client events and generating pre-event briefings. Organize and lead post-event debrief sessions to review gathered client intelligence and identify business opportunities.
- **PC/OC CHANGES:** Review and evaluate Specialist/Client interaction to enhance company's knowledge of client and collection evaluation. Ensure that client contact requests are assessed, responded to, and updated in the client databases.
- **CDS:** Contribute to CDS software development processes as they apply to CDV functionality..
- **DATA ENTRY:** Maintain and update client data as part of Business Development/Client Review process.

Special Events and Marketing

- In collaboration with our internal Events department, co-ordinate the organisation of events in HK and Korea, as required, whether these are during our bi-annual week of sales or whether they are off season outside of the auction period. These can be in the office or in an outside location. This involves receiving requests from the specialist department for the type of event, coordinating all contractors and being the point of contact on the ground during the event.
 - Work with caterers and suppliers to plan events and work with third parties collaborators to plan events.
 - General day-to-day assistance of the HK and International Press team as required.
 - Marketing related duties : Assist the worldwide marketing team in researching suitable publications for a specific campaign, discussing options and deadlines with department heads, booking ad spaces and working with Production Department to design and deliver the ad to various publications.
 - Perform any ad-hoc duties as requested.
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Professional Skills and Experience

- 5+ years', proven, successful experience in the same or similar role working for an international auction house required.
 - Proficient in Microsoft Office, especially excel skills to organize data and create reports.
 - Deep academic and up-to-date knowledge of the art market, particularly modern and contemporary art with the ability to carry on eloquently in verbal as well as written communications to a wide variety of audiences.
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Education and Training

- Bachelor's degree in Art History or related field, required
 - Master's degree in Art History or related field, preferred
 - Language skills in addition to Korean and English, preferred – particularly Cantonese or Mandarin
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Personal Attributes

- Driven and entrepreneurial, self-starter with a proven ability to initiate business and track record of success.
 - Meticulous attention to detail
 - Exceptional data mining, qualitative and analytical skills with ability to synthesize data and think conceptually
 - Obtain high standard of integrity and ability to handle confidential information discreetly and responsibly
 - Excellent client-relations and presentation skills including confidence, tact and diplomacy
 - Excellent time management skills with the ability to work under pressure and prioritise to meet strict deadlines
 - Strong project management for multiple tasks and decision-making skills with the ability to take the lead and problem solve
 - Ability to work individually on own initiative and as part of a team
 - Experience in process improvement, required
 - Excellent sales, negotiation and influencing skills
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Working Conditions

- Work is primarily undertaken within an office environment including working from home as approved
 - International and domestic travel, required
 - Travel to clients' sites including home visits, as appropriate
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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.

