

Posted 11 February 2026

## ADMINISTRATOR/SALE COORDINATOR

New York

The Administrator/Sale Coordinator is responsible for administration and sale coordination within the New York Jewelry department. In this capacity, the position will act as a liaison on behalf of the Jewelry department for both internal and external clients with a focus on handling inventory management, sale runner, consignment contracts, shipping, and after sale support. This role is also required to work in partnership with Department Head, Head of Sale, and Cataloguer to manage and organize all day-to-day activities, and work on specific administrative, financial, or logistical tasks as required.

The Administrator/Sale Coordinator will also support the production of the New York Jewelry catalogues, assist the Specialists with incoming property, liaise with the photography studio, and administer after sales efforts.

This role is tailored toward a candidate who has a strong interest in art and jewelry, the auction market, business, and already has administrative and client-facing experience. This is an excellent early career opportunity for someone looking for a path in art/jewelry business or Project Management. 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

#### Sale Coordination

- Work closely with Head of Department and Head of Sale, Specialist for all administrative tasks linked to the administration of Jewels New York auctions, both pre-sale and post-sale with consignors and buyers.
- Maintain and actively manage a high-volume sale by tracking and updating master sale runner excel list and consignor files with all applicable contract terms, estimates and reserves.
- Manage and tag all corresponding inventory to be accurate and accounted for at all times.
- Issue client contracts for upcoming sales and ensure all contracts are agreed and fully signed before sale (or international tour).
- Liaise with client accounting and seller services to ensure accurate and smooth post sale experience for buyers and sellers, using internal systems as required.
- Confirm and gather KYC for all consignors.
- Manage NY jewelry auction viewings to ensure security procedures and professionalism are being met by viewing staff.
- Assist with dealer viewing outreach and appointment schedule, condition report dispatch, and bidding registrations.
- Facilitate timely delivery for all print and digital catalogue production assets.
- Support Head of Department, Head of Sale, and Cataloguer as required, including but not limited to tracking pending consignments; tracking and ensuring marketing promises are executed; assisting with photography proofing and assisting with image production.
- Participate in telephone bidding and any other day of sale duties as required.

#### Inventory Management & Shipping

- Account for and manage all inventory.
- Manage import and export paperwork.
- Organize shipments for both consignors in preparation for the sale and after the sale for eventual buyers as required and liaise with shipping partner and other departments/locations as necessary.
- Responsible for organization and shipping of jewelry exhibition tours and carnets

#### Department Management

- Maintain department files, Excel Files and internal database
  - Manage department calendar
  - Collaborate with individuals within the sale team, support departments and other sale administrators globally within the organization, making sure to appropriately escalate and problem solve where necessary.
  - Organize and support business getting campaigns, valuation days, and events with Phillips staff.
  - Serve as a viewing assistant for all exhibitions
  - Be primary liaison with Security, Operations, and Facilities department, including but not limited to ensuring proper security for all property during transport
  - Schedule appointments and meetings, liaising with clients and specialists
  - Provide one-to-one support for the department by fielding mainline phone calls, answering basic questions in a professional manner and liaising with Phillips Specialists and Support Departments where necessary.
  - Provide departmental administrative support including scanning, filing, overall department organization, and ordering office supplies
  - Other duties as assigned by Head of Sale.
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## Professional Skills and Experience

- Computer literate and proficient in Microsoft Office Software (Excel, Outlook, Word and PowerPoint), required.
  - A minimum of two years' work experience in a similar role, preferred.
  - Some experience in a client or customer-facing role, preferred.
  - Interest in jewelry, art, or the luxury market preferred.
  - Background in auction or luxury, preferred.
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## Education and Training

- Bachelor's degree or equivalent experience.
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## Personal Attributes

- Outstanding client-relations/client service and presentation skills
- Ability to communicate in a professional manner with a wide variety of international clients and internal colleagues including written and verbal communication.
- Excellent time management skills with the ability to work under pressure and prioritize to meet strict deadlines
- Ability to work independently and collaboratively on a team.
- Ability to deal effectively and efficiently with multiple tasks
- Proactive with excellent organizational skills
- Meticulous attention to detail
- Ability to work professionally with all other areas within the business.
- Ability to handle confidential information discreetly and responsibly.

- Ability to learn Phillips' internal programs, systems and software.
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## Working Conditions

- Work is undertaken primarily within an office environment in our 432 Park Avenue New York City location
  - Flexibility with working hours including some evenings and weekends
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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/502>. 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.