

Posted 27 February 2026

ASSISTANT TO SENIOR CONSULTANTS 80%-100%

Geneva

Primary Function

Phillips is an international auction house, conducting sales of Contemporary Art, Photographs, Design, Modern & Contemporary Editions, Jewels and Watches. Phillips in Association with Bacs & Russo, the worldwide market leader in watch auctions, is currently seeking an organized and motivated assistant to support the two Directors of BACS & RUSSO, Senior Consultants to Phillips.

Role Overview

The Assistant will provide comprehensive administrative and organizational support to ensure the smooth running of the Senior Consultants' day-to-day activities. This includes managing schedules, coordinating travel, preparing correspondence, and assisting with special projects across departments as required. The role requires discretion, adaptability, and the ability to thrive in a fast-paced, dynamic environment while managing multiple priorities.

This is an extraordinary opportunity to work within the luxury sector and gain insight into the world of watch auctions. You will interact daily with world-leading specialists in horology and be fully integrated into the operations of the department.

Duties and Responsibilities

The candidate will be responsible for managing all aspects of day-to-day activities for the Senior Consultants, including:

- Manage calendars and appointments.
- Prepare correspondence, reports, and presentations as required.
- Coordinate travel arrangements, liaising with approved travel companies and handling transport, accommodation, bookings, visas.
- Submit expense reports in accordance with finance team deadlines.
- Maintain filing systems, records, and important documents in an organized manner.
- Perform any other ad-hoc administrative duties as requested.
- Provide support for personal or professional tasks as requested by the Senior Consultants.

Professional Skills and Experience

- University degree or Swiss Federal Diploma or equivalent
- Fluency in French and English; Italian and/or German are a plus
- Discretion, professionalism, and attention to detail
- Excellent organizational, communication, and multitasking skills
- Flexible and able to adapt to changing situations
- Proficiency in Microsoft Office
- Valid work permit in Switzerland or equivalent

Candidates are required to apply with a current CV and cover letter to Ms Athena Bras abras@phillipsbacsrusso.com or visit: <https://phillipsauctioneers.bamboohr.com/careers/504>