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SALE MANAGER / COORDINATOR

Hong Kong

As a Sale Manager / Coordinator you are responsible for core management of the lifecycle of properties throughout the sale process, from arrival through to sale. As part of the Operations team, the Sale Manager / Coordinator will collaborate across teams globally to ensure the critical object and sale related components are delivered.

This dynamic role is ideal for a candidate who thrives in a fast-paced environment, enjoys multi-tasking and working closely with Specialist Department coordinating activity leading up to the sales.

Phillips values a workforce with a wide variety of experiences, backgrounds and skills and we encourage you to apply even if you do not meet all of the qualifications.

Duties and Responsibilities

- With cataloguers, arrange for property to be authenticated; where necessary, in line with various committee deadlines; Ensure costs are tracked via Purchase Orders on the sale runner and consignment tab; Ensure these movements align with the overall Production schedule of objects for sale.
- Work closely with and support the Administrators.
- Book shipments as instructed by the Shipping Team.
- Coordinate the movement of properties with shipping coordinators and other sale department staff for third-party services (such as restorers, external experts, authentication committees, photographers); Ensure costs are tracked via Purchase Orders on the sale runner and consignment tab; Ensure these movements align with the overall Production schedule of objects for sale.
- Partner with Marketing to ensure the delivery of all consignment related marketing promises, including for media campaigns, events, tours, etc. This includes generating marketing proposals for consignments, and liaising with the sales team to compile the pre-sale campaign deck of editorial ideas.
- Manage the Tours schedule; Coordinate with colleagues in Operations locally and Internationally on space; Coordinate with Shipping to organize movement of property between sites; coordinate with Business Managers for approvals and budget.
- Project-manage the Publishing workflow from cataloguing through to website publish; including:
 - Working in partnership with the Digital Production team to ensure a streamlined website publishing process
 - Lotting up the sale and working with Digital Production teams when re-lotting, no-lotting needs to occur
 - Ensuring all lots are displaying the correct lot symbols
- Project-manage the Image Photography and Editing workflow on behalf of the sale department. This includes:
 - Ensuring the warehouse is aware of object arrival and is ready to photography upon arrival
 - Ensuring photographers are clear on Magic vs Logic lots and have photo direction for Magic lots (And Logic lots when necessary)
 - Ensuring Videographers are clear which lots will be video'd
 - Tracking the sale dashboard and ensuring images are reviewed and approved for publish (or coordinating those approvals by other specialists)
- Manage departmental inventory alongside the Commercial office & Operations; tracking inventory, escalating to Heads of Sale & specialists to ensure disputes related to inventory are resolved and items that may be reoffered are placed in the next appropriate sale.
- Coordinate damage and insurance claims on behalf of the sales team, including restorers, finance and operations, to track objects through the process. For insurance liaise with Security Manager and Director of Operations.
- Act as primary point of contact for Operations teams to manage the gallery install prior to sale, including but not limited

to:

- Agreeing the layout of the sale, in partnership with Sale team specialists, within the Galleries. Ensuring the 3D model is completed on time.
 - Coordinating & Installing Lot Cards
 - Managing all consignment related promises related to sale view
 - Act as a general point of contact for all other colleagues, as it relates to managing various elements around the sale view (Install Photography, Press views, Interviews, etc)
 - Tracking condition report readiness and ensuring these are complete prior to sale publish; Getting condition reports published Online; Sending condition reports to clients & colleagues, upon request; tracking condition report requests.
 - Reviewing historic valuations in the shared drive, working with object intelligence to update valuations and review potential consignment opportunities with Specialists.
 - Manage the return of RTOs.
 - Provide companywide support through participation in telephone bidding, bid clerking, conversion board, and other activities for auctions.
 - Perform other ad-hoc duties as requested.
 - Candidate with less experience will be considered as Sale Coordinator.
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Professional Skills and Experience

- Strong computer literacy and proficiency in Microsoft Office (Excel, Outlook, Word and PowerPoint), required.
 - At least 2+ years' experience in administration and/or client service.
 - Prior experience with NetSuite or systems used across Phillips desirable.
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Education and Training

- Bachelor's degree in Art or related field, preferred.
 - Fluent English, Cantonese and Mandarin (spoken and written)
 - Internship or work experience within the same / similar industry is desirable
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Personal Attributes

- Excellent time management, organization and prioritization skills with the ability to approach multiple tasks effectively and efficiently.
- Self-motivated, enthusiastic, and able to work both independently and as part of a team.
- Ability to work under pressure and meet strict deadlines to execute a high-volume sale.
- Client-centric mindset with exceptional communication skills used in a professional manner across a wide variety of people (both internal and external) in both written and verbal communication.
- A nimble problem solver with an entrepreneurial spirit.
- Meticulous attention to detail.
- 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 within an office environment in our West Kowloon location.
 - Additional working hours including some evenings and weekends as needed.
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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.