

ADMINISTRATOR & EXECUTIVE ASSISTANT, WATCHES

New York

In the capacity as Administrator, position is responsible for the administration for all Watches sales in New York and supporting Watches sales in Geneva, Hong Kong, and London. In this capacity, the position will act as a liaison on behalf of the Watches department for both internal and external clients with a focus on handling consignment contracts, shipping, accounting for property inventory and supporting issues surrounding client account settlement. This role is also required to work in partnership with a Senior Administrator and Shipping Coordinator, and directly with the Head of Sale, Watches to manage and organize all day-to-day activities, and work on specific administrative, financial, or logistical tasks as required.

The Administrator will also support the production of the New York Watches catalogues, assisting the Specialists as needed in research, ordering extracts, liaising with the photography studio and watchmakers, and administering after sales efforts including invoicing clients and shipping watches.

In the capacity of Executive Assistant, this position will work directly with the Deputy Chairman, Head of Watches Americas, based in New York, with dotted line to the Head of Sale, Watches, Americas, to coordinate and support a range of administrative, financial, and logistical responsibilities to ensure a smooth running of the office and client transactions in the Americas.

This role is tailored toward a candidate who has a strong interest in learning about Watches and the auction market, and already has a background in administrative duties and client-facing experience, with the ultimate goal of growing their career within the Watches Department for Phillips. This role requires a high degree of organization, meticulous attention to detail, proactivity, multi-tasking and discretion. 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

Sale Coordination

- Issue client contracts for upcoming sales and after sales and record data using internal systems as required.
- Support NY auctions and participate in telephone bidding and any other duties as required.
- Organize and coordinate sale activities including client views, condition report dispatch, and bidding registrations.
- Facilitate digital catalogue production with exacting attention to lot order, estimates, symbols, property titles and copy proofing.
- Maintain and actively manage a high-volume sale by tracking and updating master excel list and consignor files.
- Support Head of Americas, Head of Sale, and Senior International Specialist as required, including but not limited to: tracking pending consignments; tracking and ensuring marketing promises are executed; assisting with the catalogue and exhibition layouts; and setting up pre-sale meetings.

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.
- Support Senior Administrator and Shipping Coordinator in the organization of international exhibition tours and carnets
- Coordinate trips to watchmaker as needed

Department Management

- 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.

- Maintain Department files, Excel files and internal client databases.
- Serve as a viewing assistant for all exhibitions
- 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 management.

Executive Assistant

- Act as an extension of the Deputy Chairman and Head of Watches, Americas office, serving as liaison between Phillips' top clients to ensure a seamless experience, in addition to working on all administrative and office duties as necessary.
- Make travel arrangements as requested, utilizing the approved travel agency, and adhering to company travel guidelines.
- Submit expense reports, using the standard platform and adhere to the timescales defined by the finance team.
- Coordinate all aspects of Head of Watches' calendar and communications for external and internal needs, including: scheduling meetings, responding to various requests, calls, and invitations.
- Coordinate regularly with Client Strategy and Business Development to receive targeted client data, and work closely with the NY Watches Team on client outreach, visit planning, and follow-up.
- Foster and maintain a fluency in Phillips' internal systems.
- Liaise with Head of Sale and Senior Administrator and other individuals within the company to manage consignments and ensure a smooth transaction process for clients.
- Assist with sales preparation and client management including registering new client accounts, obtaining and filing sensitive client identification documents, completing bid registration forms, and supplying sale materials to clients.
- Work on-site at auctions and special events, as required, which will periodically involve evening and weekend working.
- Perform any other adhoc duties as requested.

Professional Skills and Experience

- Computer literate and proficient in Microsoft Office Software (Excel, Outlook, Word and PowerPoint), required.
- A minimum of one year's work experience in a similar role, preferred.
- Some experience in a client or customer-facing role, preferred.
- Interest in watches and/or the luxury market, preferred.

Education and Training

- Bachelor's degree or equivalent experience.
 - A background in Watches is desirable.
 - International languages: desirable, particularly French, Spanish, German, Italian, Mandarin, or Cantonese.
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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 \$19.23-21.63 per hour.
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To apply please visit: <https://phillipsauctioneers.bamboohr.com/careers/511>. 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.