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SHIPPING MANAGER

Hong Kong

The Shipping Manager will be to provide leadership, guidance and support to the Hong Kong Shipping Team, overseeing the shipping of art, jewels and watches, whilst being responsible for assisting internal sales departments and Phillips' clients with the administration and customer service activities relating to the transportation and storage of artworks and collectables worldwide.

Qualified candidates will demonstrate excellent verbal and written communication skills, strong multitasking abilities, and a customer-focused mindset.

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

- Manage the local shipping team, and work with global shipping teams, to ensure smooth and cost effective shipping services for the company and our clients, globally and locally
- Develop and manage relationships with global shipping vendors; source the highest quality shipping services at the most cost effective rates for the company and our clients
- Prepare shipping estimates for both inbound and outbound property
- Lead and coordinate local transport, packing, crating services, warehouse activities and inventory
- Book airfreight, ocean freight and art shuttle shipments
- Responsible for all import/export licenses, CITES permits, arts council applications and documents necessary for global transports
- Prepare estimates and oversee shipments for travelling exhibitions
- Manage and coordinate large consolidated consignments for both air and ocean freight transfers
- Oversee and assist in any Phillips shipping matter that requires experienced oversight and management
- Track all costs for all Department Sales Runners
- Perform general administrative tasks
- Be proactive in trouble shooting any shipping matters for specialist departments and the shipping team
- Collaborate with the Head of Operations, and other specialists and functional departments on streamlining pre- and post-sale logistics
- Act as the point of contact in Hong Kong for all new hire induction procedures ensuring a thorough introduction to all shipping processes and systems.
- Ensure all 3rd party shippers follow Phillips standards including condition reports when collecting and receiving property

Professional Skills and Experience

- 5+ years of experience dealing with international logistics and shipping, required
- Complete working knowledge of and experience with import and export documentation and filings, required
- Experience with MS Office Suite and Outlook, required
- Preference for experience in auction house or luxury industry

- Excellent organization and time management skills
 - Strong attention to detail
 - Ability to work to strict deadlines and in high pressure situations
 - Fluent English and Chinese spoken and written language essential
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Education and Training

- Bachelor's Degree or equivalent work experience, required
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Personal Attributes

- Innate sense of cost awareness and ability to make sound financial decisions
 - Excellent people manager and team player
 - Strong, positive interpersonal and communication skills (written and verbal) with the ability to work professionally and responsibly with clients and Phillips colleagues in all areas within the business
 - Proactive with excellent organizational skills
 - Ability to prioritize to meet strict deadlines with an adaptability to handle time sensitive shipments and last minute scheduling
 - Excellent time and resource management skills with the ability to multi-task and work autonomously in a team based environment
 - Ability to understand and work with financial resources
 - Excellent client-relations and customer service skills including confidence, tact and diplomacy for both internal and external clients
 - Ability to handle confidential information discreetly and responsibly
 - Excellent project management and presentation skills
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Working Conditions

- Work is primarily undertaken in our Hong Kong office with attendance at the warehouse as required
 - The candidate must be flexible with regard to work schedules and weekend hours and be willing to work at all auctions and events
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Additional Info

Interested parties please apply and send your Full resume with expected salary to us by clicking "Apply Now".
