

Posted 27 July 2026

SHIPPING COORDINATOR

New York

The candidate is responsible for all tasks related to shipping. They will provide support to the Shipping department in New York for all shipping requirements. In addition, they will support office and administration matters when required. 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

Although not exhaustive, the list below presents the key functions in this role.

Shipping

- Prepare shipping estimates for both inbound and outbound property coming to/from New York.
- Coordinate with local shippers and freight forwarders and be the central point of contact between clients, specialist departments and local shippers.
- Ensure that all shipments follow local customs and shipping regulations as well as all internal security procedures. In doubt, consult with external contractors/advisers as well as relevant local shipper.
- Prepare and process client shipping invoices and associated payments
- Coordinate transport domestically or internationally as required for touring exhibitions or client related shipping requests.
- Preparation and coordination of ATA carnets
- Perform general administrative tasks in relation to shipping and customs procedures.
- Be proactive in assisting or trouble shooting any shipping matter.

Professional Skills and Experience

- Minimum of 2 years working in a similar role and having gained solid experience dealing with international art logistics and shipping
 - Experience with MS Office Suite and Outlook.
 - Proven analytic skills (both quantitative and qualitative)
 - Language skills – Multilingual desirable
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Education and Training

- Equivalent work experience and Bachelor's Degree, preferred
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Personal Attributes

- Detail oriented with special attention to accuracy
 - Excellent time management skills with the ability to work under pressure and prioritize to meet strict deadlines.
 - Ability to be flexible, communicative, and work collaboratively in a team environment or on own initiative.
 - Must maintain confidentiality and discretion in all aspects and be comfortable with flexible working schedule to meet the needs of the Company
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Working Conditions

- Work is primarily undertaken at the New York Office.
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Additional Info

- The hourly pay range for the role is \$21.63-24.04 per hour.
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To apply please visit: <https://phillipsauctioneers.bamboohr.com/careers/555>. 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.