

## DEPARTMENT ASSISTANT - PRIVATE SALES

London

Phillips is a leading international auction house specialising in the sale of modern and contemporary art, design, watches, jewellery, photographs and other exceptional collectibles. With a heritage dating back to 1796, Phillips provides clients with expert advisory services, valuations, private sales and auction opportunities across the global markets. Through its presence in key international locations, Phillips is committed to delivering exceptional client service, market expertise and innovative approaches to collecting and consigning works of art and luxury assets.

Based in our London office, Phillips is currently seeking to recruit a full-time Department Assistant reporting to the Deputy Chairman of Private Sales with a dotted line to the Regional Director, Middle East and South Asia. The role will require the candidate to support both senior managers by acting as a liaison for both internal and external clients. Activities will focus on managing consignment contracts, property research and the coordination and completion of valuation documents. The post holder will also work closely with the wider Private Sales team.

Training across all aspects of the role will be provided, and the ideal candidate would be expected to learn quickly and confidently apply this knowledge as they work. The role also presents a unique opportunity to the candidate to work closely with and learn from experienced specialists and managers in the auction industry.

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### Duties and Responsibilities

- Receive phone calls for the department fielding queries in a polite and professional manner from inquiring parties.
  - Work with the Specialists on all administrative duties and any office duties as necessary.
  - Make travel arrangements as requested, utilising the approved travel agency, and adhering to company travel guidelines.
  - Submit expense reports on behalf of Specialists using the standard platform and adhere to the timescales defined by the finance team.
  - Coordinate meetings, respond to invitations, schedule appointments and meetings (both external and internal) and maintain calendar, ensuring all information is accurate and up to date.
  - Assist with the preparation of appraisals and consignment proposals in coordination with multiple departments.
  - Maintain fluency in Phillips' internal systems.
  - Providing consignment support from coordinating and tracking valuations, consignment proposals and opportunities from initial discussion through to completion; managing contracts, KYC and supporting documentation; maintaining an up-to-date consignments runner; liaising with specialists and relevant departments; and keeping on top of outstanding actions, along with post sale actions and shipping for UHNW collectors and or institutions.
  - Maintaining client and opportunity pipelines; conducting client and prospect research; coordinating outreach and follow ups; working with Client Strategy on targeted client lists and supporting the planning and coordination of client visits, regional trips, proposals and other cross departmental business development activities across the Middle East and South Asia.
  - Work across departments to complete sale related tasks as required.
  - Assist with major proposals as required.
  - Where necessary, proofread valuations on behalf of colleagues for final sign off.
  - Work collaboratively with other Phillips departments, and with external organisations as required.
  - Work at all auctions participating in telephone or online bidding, bid clerking and any other duties as required.
  - Perform any other ad-hoc duties and assistance as requested to ensure seamless service across the function.
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## Professional Skills and Experience

- Computer literate and proficient in Microsoft Office Software (Excel, Outlook, Word and PowerPoint), desirable
  - Previous experience in a similar background
  - Art History background desirable but not a requirement for the role
  - Experience with external client facing interaction desirable
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## Education and Training

### Education

#### **Essential**

- Bachelor's degree or equivalent professional experience.
- Educated to A-Level standard or above.

#### **Preferred**

- Degree in Art History, Fine Arts, Arts Management, Business Administration, Luxury Brand Management, or a related field.
- Additional training in office administration, project coordination, or customer relationship management.

### Experience

#### **Essential**

- 3-5 years' experience in an administrative, coordinator, or assistant role.
- Experience managing complex schedules, calendars, and departmental administration.
- Strong experience preparing correspondence, reports, presentations, and client materials.
- Proven ability to manage multiple priorities and deadlines in a fast-paced environment.
- Experience working with confidential information and discretion.

#### **Preferred**

- Previous experience within an auction house, gallery, museum, luxury brand, private sales environment, or high-end client-facing business.
  - Experience supporting specialists, department heads, or senior stakeholders.
  - Familiarity with inventory management, consignments, cataloguing, or auction processes.
  - Experience using CRM systems and maintaining client records.
  - Exposure to international clients and cross-border transactions.
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## Personal Attributes

The ideal candidate will be a proactive self-starter and have strong, positive, and polite interpersonal skills and the ability to communicate in a professional manner with a wide variety of stakeholders alongside excellent client relations skills.

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## Working Conditions

- Work is undertaken primarily within an office environment in our London, Berkeley Square location.

- Flexibility with working hours, including some evenings and weekends when business needs require.
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## Additional Info

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.

Closing date for applications is **Friday 16th October at 5pm.**

Phillips is committed to creating an inclusive workplace where everyone feels valued, respected, and empowered to succeed. We welcome applications from all suitably qualified candidates, regardless of age, disability, gender identity, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or socio-economic background. We believe that a diverse workforce brings different perspectives, drives innovation, and strengthens our organisation. If you require any reasonable adjustments during the recruitment process, please let us know and we will be happy to support you.

## Application Information

Due to the anticipated high volume of applications, we reserve the right to close this vacancy earlier than the advertised closing date. We encourage interested candidates to submit their application as soon as possible to avoid disappointment. If you do not hear from us within two weeks of the closing date, please assume that your application has not been successful on this occasion.

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To apply, please email a resume and cover letter to [careers@phillips.com](mailto:careers@phillips.com).