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OPERATIONS ASSISTANT AND SECURITY OFFICER

New York

The Operations Assistant and Security Officer serves as the primary front-of-house representative for the facility, while providing operational support and maintaining facility security standards. This role is responsible for monitoring and logging incoming visitors, assisting with coordinating and supporting warehouse activities, monitoring security procedures, and assisting with the overall organization, safety, and efficiency of warehouse operations. The position requires diligence, mindfulness, and the ability to work effectively across multiple departments. 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 the qualifications.

Duties and Responsibilities

- **Visitor Management** (50%)
- Serve as the first point of contact for visitors, clients, vendors, and contractors.
- Welcome guests and ensure all visitors follow facility access procedures.
- Maintain visitor logs and issue temporary access credentials when required.
- Coordinate visitor notifications with internal departments and managers.
- Function as an on-site visitor escort where/ when required.

- **Operations Support** (25%)
- Assist with maintaining a clean, organized, and safe warehouse environment.
- Support warehouse housekeeping initiatives and facility upkeep.
- Conduct daily facility walkthroughs and report maintenance, security, and safety concerns.
- Assist with inventory and supply management.
- Receive, organize, and safely store operational supplies.
- Support weekly inventory checks and monthly equipment inspections.
- Provide operational support to Property Control, Art Technician, and Delivery Teams.
- Assist with loading and unloading activities when operationally required.
- Monitor loading dock area and ensure clear and safe working conditions.
- Assist with coordinating and providing security oversight during maintenance and facility repair activities.

- **Security and Safety** (25%)
- Maintain safety and compliance records as required.
- Monitor access control system and facility entry points.
- Manage employees and contractor access credentials and PIN codes.
- Serve as an assigned Key Holder for opening and closing procedures.
- Conduct routine monitoring of security cameras and sensitive areas.
- Report security concerns and escalate incidents when appropriate.

- Perform daily inspections throughout the facility.
- Maintain safety supplies including first aid kits, PPE, and fire extinguishers.
- Serve as point of contact during emergencies.
- Coordinate with emergency responders, including the Fire and Police departments when required.
- Participate in CPR and First Aid certification training (Provided by the company).
- Promote compliance with the company's safety policies and procedures.

Professional Skills and Experience

- High School Diploma, or equivalent experience.
- Effective communication skills.
- Ability to maintain accurate records and documentation.
- Strong organizational and multitasking abilities
- Dependable attendance and punctuality.
- Proficiency with Microsoft Office applications, email, and basic business systems
- Experience in warehouse, coordination, property management, construction, or customer-facing operations environments.
- Basic knowledge of warehousing operations and inventory processes
- Familiarity with access control systems and security protocols
- CPR and First Aid certifications
- Forklift and High-Lo certified or (willingness to do so)

Personal Attributes

- Professional and welcoming demeanor.
- Strong attention to detail.
- Excellent verbal and written communication skills
- Ability to work independently while supporting multiple teams.
- Problem-solving mindset and initiative-taking approach.
- Ability to manage confidential and sensitive information.
- Strong organizational and time-management skills.

Working Conditions

· Ability to stand, walk, and move through the warehouse and office environment.
· Ability to lift 50 pounds when supporting operations.
· Ability to work indoors and outdoors as needed.
· Ability to use stairs and navigate warehouse spaces safely.

· Working location is primarily at the warehouse and occasionally working at the Park Avenue Gallery or assisting the delivery team with collections or deliveries.

· Standard working hours are 9:30 am to 6:30 pm; additional hours, including occasionally early mornings, evenings, or weekends, may be required to support business operations or special circumstances. Operations

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Additional Info

· The hourly pay range for the role is $21.63-24.04 per hour.

To apply please visit:https://phillipsauctioneers.bamboohr.com/careers/591. 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.