

PHILLIPS

POSITION DESCRIPTION

JOB TITLE: ASSISTANT, CLIENT ADVISORY, COPENHAGEN	DEPARTMENT: CLIENT ADVISORY
REPORTS TO: REGIONAL DIRECTOR, SCANDINAVIA	LOCATION: COPENHAGEN
POSITION TYPE: FULL TIME, PERMANENT	EFFECTIVE DATE: JUNE 2022

PRIMARY FUNCTION

Based in Copenhagen and providing administrative support to the Regional Director, Scandinavia, the primary focus of the position will focus on all aspects of administration support.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities for this role include, but are not limited to:

- Act as primary point of contact for Regional Director, Scandinavia, ensuring external and internal enquiries are dealt with consistently, professionally, and timely, fielding general client enquiries and following up with specialists as required
- Provide general administrative support
- Maintain the appearance and presentation of the office at all times and ensure smooth running on a daily basis
- Ensure constant, transparent and structured communication is provided to all areas of the business
- Provide support for organising regional events (including identification of venue, collaborative partners, guest lists, budget, marketing, etc) and coordinate with internal and external stakeholders
- Identify possible regional collaborations to enhance Phillips' brand visibility and reach target audience
- Work with the Regional Director, the Scandinavian Specialist and the Client Development team to research client prospects across the region and ensure to proactively maintain client lists information and share this across the team.
- Schedule weekly meetings concerning all pending consignments, and provide regular updates of Scandinavian pipeline during these meetings
- Manage all shipping and inventory control for consignments across Scandinavia

This position description is not intended to be an exhaustive list of duties, but aims to highlight the typical responsibilities of the position. It may be reviewed at any time. The position holder may be requested to undertake other duties commensurate with the general level of the position.

- Coordinate shipping quotes between Shipping Dept and clients
- Coordinate all information for written, telephone or auction-room bids when requested
- Assist with client communication ahead of auctions and follow up after auctions
- Assist the Regional Director with follow-up of requests from clients (buyers or sellers) as required
- Assist Regional Director to ensure profile building across digital channels in close cooperation with Phillips Social Media Manager to agree online content
- Attend local gallery openings and provide overview of gallery & museum openings in the region
- Undertake full coordination responsibilities with internal stakeholders for travelling exhibitions
- Coordinate and follow up regional cost budget
- Support with personal assistance and administration to the Regional Director, Scandinavia and visiting colleagues
- Provide support booking/arranging travel as required
- Provide support with expense reporting
- Check all invoices before forwarding for payment
- Updating and maintaining Phillips' computer systems and databases and link to IT as needed
- Liaise with Health & Safety and Security departments in London as needed
- Perform ad-hoc tasks as requested

EDUCATION AND TRAINING

- Strong passion for art & design (Art History background desirable)
- Languages: Fluent in Danish written / spoken. Preferably fluent in Scandinavian languages. Fluent in English – including written and spoken to an excellent standard is essential to the role.
- Internship or work experience within the same / similar industry is desirable

PROFESSIONAL SKILLS AND EXPERIENCE

- Ability to deal effectively and efficiently with multiple tasks
- Excellent organisation skills
- Strong attention to detail
- Ability to communicate in a professional manner with a wide variety of people including superior written and spoken communication.
- Ability to prioritise effectively and adjust with change
- Ability to work to strict deadlines and in high pressure situations
- Ability to work individually on own initiative and as part of a team
- Ability to learn Phillips' internal processes and systems
- Computer literate

WORKING CONDITIONS

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- Work is undertaken primarily within a hybrid environment in our Scandinavian location
- Occasional travel to our international offices may be required
- Flexibility to work different hours to meet the needs of the business is essential

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