

PHILLIPS

JOB DESCRIPTION

JOB TITLE: BIDS & AUCTION PUBLICATIONS COORDINATOR	DEPARTMENT: BIDS AND AUCTION PUBLICATIONS
REPORTS TO: BIDS & AUCTION PUBLICATIONS MANAGER, LIVE SALES, EUROPE AND ASIA	LOCATION: LONDON
POSITION TYPE: PERMANENT	EFFECTIVE DATE: JANUARY 2022

PRIMARY FUNCTION

To support and assist the Bids & Auction Publications Manager (both Live Sales and Online Sales) with all Bids tasks in the lead up to and during each auction and with requests and mailing lists relating to Auction Publications.

DUTIES AND RESPONSIBILITIES

Bids

- Work closely with the Bids Managers and the International Bids & Auctioneer Operations Director at all regular London, Geneva, and Hong Kong auctions to ensure smooth operation of the Bids Department.
- Receive phone calls and e-mails for the Bids Department, responding to basic questions in a polite, professional, and timely manner.
- Register telephone and absentee bids upon submission. Check bidder registrations against the database to ensure records are accurate; updating and following up as needed.
- Manage multiple online bidding systems and platforms, requesting additional information and registering bidders as necessary.
- Create new accounts in the database for new bidders wherever necessary, adhering to Phillips's common practices.
- Assist with auction room staffing.
- Organise all registered phone bids and allocate appropriately to Phillips's staff on auction day.
- Troubleshoot problems for both clients and colleagues as the sale progresses.
- Liaise with specialist departments prior to the sale to provide information on bidders and interest levels.
- Assist with post-sale tasks, including bidder reports as necessary.

Auction Publications

- Process individual online catalogue purchases and send client receipts.
- Help monitor catalogue email inbox with daily requests and queries.
- Update client auction publication/marketing account information.
- Review and edit criteria for publication recipients with the Client Development team, Business Managers & Heads of Sale.
- Assist Global specialists with reviewing mailing lists in advance of deadlines.
- Produce and direct the final mailing list and office bulk quantities to the respective locations and mailhouses.
- Maintain London catalogue inventory, helping to reduce waste and reviewing seasonal print run changes.
- Assist with daily catalogue request reports and send corresponding spreadsheets to the mail house.
- Assist with tracking Auction Publication deliveries and custom clearance.

This job description is not intended to be an exhaustive list of duties, but it aims to highlight the typical main responsibilities of the post. It may be reviewed at any time, in agreement with the post holder. You may be requested to undertake such other duties as may reasonably be required of you commensurate with your general level.

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PROFESSIONAL SKILLS AND EXPERIENCE

- Previous bids/auction experience preferred
- Foreign languages: desirable
- Intermediate knowledge of Microsoft Excel: desirable

EDUCATION AND TRAINING

- Bachelor's Degree essential
- Art History background desirable

PERSONAL ATTRIBUTES

- Ability to work to strict deadlines and in high pressure situations.
- 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 as necessary.
- Ability to work as part of a team and individually on own initiative.
- Ability to learn Phillips's internal processes and systems.
- Computer literate.
- Flexibility to work evenings and weekends as required.

WORKING CONDITIONS

- Work is split between our Berkeley Square building when required, and candidate's own home.
- Potential for travel to other sale locations for bids/saleroom support at offsite auctions.

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