

PHILLIPS

POSITION DESCRIPTION

JOB TITLE: EXECUTIVE ASSISTANT TO THE DEPUTY CHAIRWOMAN AND HEAD OF PRIVATE SALES & HEAD OF 20TH CENTURY & CONTEMPORARY ART, EUROPE, SENIOR DIRECTOR	DEPARTMENT: 20TH CENTURY & CONTEMPORARY ART
REPORTS TO: DEPUTY CHAIRWOMAN AND HEAD OF PRIVATE SALES & HEAD OF 20TH CENTURY & CONTEMPORARY ART, EUROPE, SENIOR DIRECTOR	LOCATION: LONDON
POSITION TYPE: PERMANENT, FULL TIME	EFFECTIVE DATE: June 2022

PRIMARY FUNCTION

Phillips is an international auction house, conducting sales of Contemporary Art, Photographs, Design, Modern & Contemporary Editions, Jewels and Watches. Phillips is currently seeking an organised, flexible and motivated individual to fulfil a full-time Executive Assistant position, supporting our Deputy Chairwoman and Head of Private Sales, and Head of 20th Century & Contemporary Art, Europe.

Based in London, with travel to our international offices as required, the primary focus of the position will be to provide all aspects of executive support to the Deputy Chairwoman and Head of Private Sales, and Head of 20th Century & Contemporary Art, Europe, and to manage and organise all aspects of their day to day activities, working on specific administrative, financial or logistical tasks as required.

DUTIES AND RESPONSIBILITIES

The Executive Assistant will be responsible for:

- Managing all aspects of day to day activity for the Deputy Chairwoman and Head of Private Sales, and Head of 20th Century & Contemporary Art, Europe, Senior Director.
- Coordinating and preparing valuations of clients' collections for sale and insurance purposes. Liaising internally for necessary research and pricing and updating the database.
- Answering, screening incoming telephone calls.
- Monitoring incoming emails regularly and updating both executives on their daily agendas (pending issues, pending emails and calls).
- Making travel arrangements as required, liaising with the company approved travel companies and following associated processes and procedures.
- Preparing and maintaining correspondences both internally and with clients.
- Ensuring the smooth running of transactions and keeping track of consignments, working closely with internal global specialist and support departments such as shipping, legal and client accounting.
- Submitting expense reports via the correct procedure, adhering to the timescales defined by

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.

PHILLIPS

the finance team.

- Coordinating meetings, including department meetings, responding to invitations, scheduling appointments and meetings (both external and internal) and maintaining calendars', accordingly, ensuring all information is accurate and up to date.
- Organising department events and celebrations for 20th Century & Contemporary Art and Private Sales Departments.
- Maintaining and organising relevant files, corporate documents and Phillips databases in an efficient manner.
- Working on special projects as required.
- Speaking directly with clients, assisting with bids and interfacing with clients for specific enquiries before and after auctions, with the executives' approval.
- Assisting with sales preparation and client management, including registering clients, reporting from Phillips databases, contacting clients, preparing bid sheets, attending interest meetings as required and liaising with the relevant departments to assist in the management of top clients.
- Working at auctions and special events, supporting both executives, which will involve evening and weekend working.
- Assisting both executives with personal tasks as required. e.g. travel documents, client gifts, client entertainment etc
- Liaising with other Executive Assistants on special projects as they arise.
- Perform any other ad-hoc duties as requested.

PROFESSIONAL SKILLS AND EXPERIENCE

- Sufficient/significant experience in a similar role, ideally within an Auction House or fast-paced, professional art world environment.
- Excellent time management skills with the ability to work under extreme pressure and prioritise to meet strict deadlines
- Excellent IT skills including MS Office, Zoom, Outlook and Excel
- Excellent analytical skills alongside the ability to solve problems efficiently and effectively.
- Understanding of and keen interest in contemporary art and market is desirable

EDUCATION AND TRAINING

- A fluency in the English language is essential, with an additional language being desirable.
- Bachelor's Degree, desirable
- Art History background desirable

PERSONAL ATTRIBUTES

- The candidate will be highly organised and resilient with the utmost discretion and confidentiality.
- The ability to keep calm while dealing with multiple tasks in extremely high-pressured situations, consistently prioritising to meet strict deadlines.
- They will be adaptable and flexible and will have exceptional verbal and written communication skills.
- Ability to work professionally and responsibly with all other areas within the business.
- Excellent client service skills including client liaison
- Excellent verbal and written presentation skills and ability to communicate in a professional manner with a wide variety of people
- Ability to deal effectively and efficiently with multiple tasks
- Proactive with excellent organisation skills and the ability to adjust with change

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.

PHILLIPS

- Meticulous attention to detail

WORKING CONDITIONS

- Work is primarily undertaken in our Berkeley Square building
- Hours of work are 40hpw (9am to 6pm) with the flexibility to undertake additional hours on evenings and weekends as required, particularly around 20th Century & Contemporary Art Auctions.