

PHILLIPS

POSITION DESCRIPTION

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| JOB TITLE: EXECUTIVE ASSISTANT TO THE CHAIRWOMAN OF PHILLIPS - MATERNITY COVER | DEPARTMENT: EXECUTIVE |
| REPORTS TO: CHAIRWOMAN OF PHILLIPS | LOCATION: LONDON |
| POSITION TYPE: FULL-TIME, MATERNITY COVER | EFFECTIVE DATE: June 2022 |

PRIMARY FUNCTION

Work directly with the Chairwoman of Phillips to manage and organise all aspects of their day to day activities and provide all aspects of global executive support to the Chairwoman of Phillips including client liaison responsibilities, as required

DUTIES AND RESPONSIBILITIES

- Manage all aspects of day to day activity in the office of the Chairwoman of Phillips
- Manage the Chairwoman of Phillips' calendar and daily schedule; including internal and external meetings, travel arrangements, appointments, conferences, and conference calls
- Coordinate and respond to invitations and special requests
- Prepare and maintain internal and external correspondence, presentations, reports and all other communications
- Answer and direct incoming telephone calls, arrange conference calls and maintain contact and all other logs
- Prepare and maintain monthly expense reports
- Prepare agendas for all meetings
- First contact for arriving guests and manage all internal meetings, including breakfasts, lunches or coffees
- Manage all projects, tracking progress and ensuring timely completion
- Coordinate and maintain budget's as required
- Provide additional assistance to the London Executives as required
- Liaise with all specialist departments to provide support and continuity from the Chairwoman of Phillips office
- Speak directly with clients, assist with bids and interface with clients for specific inquiries.
- Assist with sales preparation and client management, including: registering clients, generating lists, contacting clients, preparing bid sheets, etc. liaising with the relevant departments appropriately.
- Liaise with other Executive Assistants on special projects as they arise.
- Work at auctions and special events, as required, which may involve evening and weekend working.
- Maintain the strictest confidentiality at all times
- Maintain regular contact with the office of the CEO at all times
- Assist the Chairwoman of Phillips with personal tasks as required
- Perform any other ad-hoc duties as requested

PROFESSIONAL SKILLS AND EXPERIENCE

- Proven previous experience as an Executive Assistant in cultural and/or sales environment
- Advanced proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)

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.

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EDUCATION AND TRAINING

- Auction House experience, preferred

PERSONAL ATTRIBUTES

- Ability to multi-task and work with strict deadlines, under high-pressure situations, and remain calm in stressful situations; ability to prioritize and adjust with change
- Keen attention to detail, be highly organised, and have strong follow-up
- Ability to manage sensitive and confidential information with discretion and diplomacy
- Excellent, professional communication and interpersonal skills, including superior written and spoken communications and client service skills
- Proactive, dependable and have ability to maintain strict confidentiality
- Ability to work professionally and responsibly with all areas within the business

WORKING CONDITIONS

- Work is primarily undertaken in the Berkeley Square location
- Must be willing to provide assistance evenings and weekends as necessary

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