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CASUAL CLIENT SERVICES REPRESENTATIVE

London

Phillips is an international auction house, conducting sales of Contemporary Art, Photographs, Design, Modern & Contemporary Editions, Jewels and Watches. Phillips is currently seeking organized, motivated & visitor focused individuals to fill casual Client Services Representative positions in our Client Services department.

Based in London, the primary focus of the position will be to support our Client Services team in the day to day running of the front of house and the provision of the Client Services function on an ad-hoc basis. You will be responsible for representing Phillips and our high values of professionalism and excellence by offering an outstanding client service & visitor experience at all times.

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 of the qualifications.

Duties and Responsibilities

- Welcoming Clients, Visitors and Staff into the gallery
- Offering assistance & providing information on current and future worldwide Auctions and Exhibitions
- Assisting Clients, Phillips' Specialists and 30 Berkeley Square tenants with general front desk enquiries
- Undertaking sale room tasks during auctions
- Fielding phone calls and responding to emails
- Processing bids and paddles for auctions
- Assisting the Events department when required; including event research, guest check in & obtaining new client details
- Organising all mailing, courier services, deliveries and taxis
- Ensuring all public areas and meeting rooms are set up to a high standard
- Additional ad hoc duties

Professional Skills and Experience

- A passion for art or the art world
- Have previous experience of delivering outstanding visitor experience

Personal Attributes

- Ability to keep calm while dealing with multiple tasks in extremely high-pressure situations
 - Excellent verbal and written communication skills
 - Ability to communicate and act in a professional, discrete, and confidential manner with a wide variety of people and activities
 - Flexible and reliable and will be able to work on own initiative as well as part of a team
 - Additional languages are desirable but not essential
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Working Conditions

· Work is undertaken within a Gallery and office environment in our Berkeley Square location

Working hours: As and when required, including evening and weekend work

To apply, please email a resume and cover letter to careerseurope@phillips.com.