

ADMINISTRATOR, NEW NOW

New York

The Administrator for the New Now Sale plays a vital role in supporting the department's coordination and project administration. This is an excellent entry level or early career opportunity for someone looking for a career trajectory in Project Management. The administrator will act as a liaison on behalf of the New Now Sale Team and the Modern and Contemporary Art Department for both internal and external clients with a focus on generating consignment contracts, accounting for property inventory, sale execution, and handling all issues surrounding client account settlement. Phillips values a workforce with a wide variety of experiences, backgrounds and skills and we encourage you to apply even if you do not meet all of the qualifications.

Duties and Responsibilities

SALE COORDINATION

- Maintain and actively manage a high-volume sale by tracking and updating master excel list and consignor files.
- Support Head of Sale as required, including but not limited to: tracking pending consignments and organizing master pending document for Head of Sale; tracking and ensuring marketing promises are executed; assisting with the catalogue and exhibition layouts; and setting up pre-sale meetings.
- Issue consignor contracts, requesting and tracking necessary 'KYC' (Know Your Client) documents liaising with Client Accounting and Legal Department as necessary.
- Where applicable, generate contracts with special financial and legal terms such as guarantees and advances for upcoming sales, liaising with Commercial Manager, Business Manager, Finance and General Counsel as necessary.
- Where necessary for sale execution, navigate complex financial structures and exercise fluency in all details of contractual agreements for each consignment in the sale by maintaining special deal sheet.
- Serve as liaison between Phillips' Specialists and their clients as needed to ensure seamless client experience.
- Help oversee the logistics of property intake and movement, working with the Shipping Department to ensure timely arrival and transfers of property, liaising with consignors as necessary, and communicating with the Property Control and Sale Teams.
- Support sale team with the organization of photography, conservation and framing, as needed.
- Oversee reserve prices, payment term requests, as well as last-minute guarantee offers, withdrawals, and after sales throughout the sale period.
- Track sale expenses, effectively managing sale costs and approvals together with Head of Sale and Business Manager, in line with Company policies and approval matrix.
- Work in concert with Accounting Department to ensure accurate and seamless post-sale and settlement processes for: buyers, consignors, guarantors, and introductory commission recipients.
- Facilitate digital catalogue production with exacting attention to lot order, estimates, symbols, property titles and copy proofing.
- Organize sale activities including client views, condition report dispatch, and bidding registrations.

GENERAL

- Proactively ensure sale-related deadlines are met and help keep Sale Team (Head of Sale, Cataloguer, and Property Manager) and Support Departments on track
- Provide one-to-one support for the department by fielding mainline phone calls, answering basic questions in a professional manner and liaising with Phillips Specialists and Support Departments where necessary.
- Monitor consignment submission inbox for the Modern & Contemporary Art department in conjunction with other Sale Administrators and Cataloguers, responding to clients as necessary.
- Maintain relevant files, corporate documents, databases and systems in an efficient manner.
- Work on special projects and on specific administrative, financial, logistics tasks as required.

- Collaborate with individuals within the sale team, support departments and other sale administrators globally within the organization, making sure to appropriately escalate and problem solve where necessary.
 - Provide essential companywide support through participation in telephone bidding, bid clerking, conversion board, and other activities for auctions.
 - Perform any other ad-hoc duties as requested.
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Professional Skills and Experience

- Computer literacy and proficiency in Microsoft Office Software (Excel, Outlook, Word and PowerPoint), required.
 - A minimum of one year's work experience, preferred.
 - Some experience in a client or customer-facing job, preferred.
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Education and Training

- Bachelor's degree, or equivalent work experience, trainings or certifications, required.
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Personal Attributes

- Ability to communicate in a professional manner with a wide variety of people (both internal and external) through written and verbal forms of communication.
 - Excellent time management and prioritization skills with the ability to work under pressure and meet strict deadlines to execute a high-volume sale.
 - Ability to work independently and collaboratively on a team.
 - Ability to approach multiple tasks effectively and efficiently.
 - A nimble problem solver with an entrepreneurial spirit.
 - Excellent organization skills.
 - Meticulous attention to detail.
 - Ability to handle confidential information discreetly and responsibly.
 - Ability to learn Phillips' internal programs, systems and software.
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Working Conditions

- Work is undertaken within an office environment in our 432 Park Avenue location.
 - Additional working hours including some evenings and weekends as needed.
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Additional Info

- The hourly pay range for the role is \$19.23-21.63 per hour.
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To apply please visit: <https://phillipsauctioneers.bamboohr.com/careers/334?source=aWQ9MjM%3D>. Please be advised: due to the high volume of applicants, we are only able to contact those candidates whose skills and backgrounds best fit the needs of the open position.

