

Sotheby's | 蘇富比 EST. 1744

Sotheby's Hong Kong Ltd

Sotheby's is a global company that engages in art auctions, private sales and art-related financing activities. Founded in London in 1744 as an auctioneer of rare books, Sotheby's has grown to become the preeminent auction house with over 70 selling categories including fine art, antiques, jewellery and wine, operating in over 40 countries. Sotheby's Asia was the first international auction house in Hong Kong, we are offering some exciting opportunities.

Position: Department Assistant / Trainee Cataloguer – (Temporary for 8 months Contracts)

Overview:

To research and catalogue mid-season sales, coordinate photography, and assist the department administrator in day-to-day functioning and administration of the department

Responsibilities include:

Cataloguing duties:

- Helping to produce valuations to clients for business getting
- Helping to produce the sales catalogues i.e. to research and catalogue items for the bi-annual mid-season Chinese Works of Art sale in Hong Kong
- Ensure catalogue data is accurate and recorded in a timely way
- Coordinate photography for catalogues and ensure that these are completed in a timely manner
- Helping with paste-ups and layouts
- Liaising with catalogue production and other support departments, proof reading catalogue texts
- Helping to prepare and write condition reports, take condition photos of the pieces that are consigned for the sale
- Generally assisting the Head of Sale in the Chinese Works of Art Department as and when required

Administrative duties:

- Assist the department Administrator in maintaining an up to date running list of the properties that are consigned for the sale
- Assist the department administrator in all property receipting and transfer to and from the outside storage location
- To assist in providing a comprehensive level of service to Sotheby's clients i.e. providing exemplary levels of service both verbally and in written communication, responding swiftly and accurately to all enquiries and general correspondence including the requests for condition reports and photos at the time of the sale
- Assisting with the planning of the exhibition of pieces for the auction
- To work alongside the Administrator and Post Sale Manager in coordinating post sale correspondence with buyers

Other duties:

- Participate in ad-hoc duties as requested, not limited to additional main auction based duties which may include, but are not limited to telephone bidding for multiple departments.
- Operating at all times in accordance with the company's rules in compliance and corporate governance.

Skills / Competencies / Experience:

- Degree educated or equivalent
- Worked with art or anthropology background is an advantage
- Some understanding of Sotheby's and its culture and services, and of the auction process in general would be beneficial
- Possess first class demonstrable research skills, thorough organisational ability and artistic sense
- Excellent interpersonal and communication skills, both written and oral, and a commitment to an exemplary level of client service
- High level of attention to detail
- Ability to work independently and as part of a team, with a positive can do attitude
- Flexibility to work extended hours, including evenings and weekends during sale and deadline periods
- Previous administrative or relevant experience at Sotheby's is desirable
- Able to demonstrate the capacity to take responsibility in order to ensure that deadlines are met
- Self-motivated with a proactive approach and enthusiasm to learn
- A team player with a co-operative attitude and a willingness to take on a wide variety of tasks
- Able to work well under pressure and have a flexible approach to a wide range of tasks
- Must be computer literate in full MS Office suite, knowledge of SAP beneficial but can be learnt
- Fluent in English, Mandarin and Cantonese. Written Chinese highly beneficial.

Interested parties please send your full resume in word format stating present & expected salary to Recruitment.asia@Sothebys.com by 31 May 2018