Recruitment

VIP Sales administrator/ Department Assistant - High-end Jewellery

As the Jewellery Sales Administrator/ Department Assistant of the Sales team, you are responsible for administrative work stipulated in auction procedures. Upholding our company values in delivering exemplary service to our prestigious clients during special events, previews and auctions; you will also play an active role in design work and prepare B2B marketing materials as may be required.

Company Details

We are an innovative global art business that specialise in various high value categories, ranging from Chinese paintings, Contemporary Art, Ceramics, Fine jewellery, wine, decorative art to collectables. In light of recent market growth, we are looking for a proactive Sales Administrator/ Department Assistant with strong writing skills and integrity to join our team.

Description

- coordinate closely with global team and internal departments for events, previews and auctions
- contract preparation and inventory management
- to develop and identify new business opportunities locally and internationally
- actively oversee design process and provide professional advices to design team
- reporting to the Jewellery department manager and HOD
- Need to travel to Beijing, Shanghai and South East Asia

Profile

- degree holder or relevant qualification
- proactive and research skillsets with strong attention to details
- candidate with skill sets in Photoshop, InDesign and good writing skills in both English and Chinese would be an advantage
- Proficient in spoken and written Cantonese, Mandarin and English

Application Method

Submit cover letter and CV to jw@cg guardian.com.hk as soon as possible.