

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: Administrator, Inventory (Temporary for 6 Months Contract)

Key Objectives:

To assist in the reduction of current inventory by contacting contact clients and/or internal stakeholders for appropriate actions and provide updates to related stakeholders of different work teams/managers as needed.

Responsibilities:

- Follow through each case of inventory clearance being assigned till case is closed, which will involve liaison with both clients and internal colleagues
- Manage communication with client via all channels systematically and in an organized manner
- Update interaction histories with clients in master files timely and accurately
- Support in all inventory clearance meetings
- Provide feedback on process to, and seek advices on challenges or obstacles from, the Supervisor and Business Directors in a timely manner
- Ad-hoc duties as may from time to time be assigned to you, which may include, but not limited to:
 - Coordination of logistics with clients and/or internal stakeholders for release of property
 - Support Inventory Manager on routine tasks

Skills / Competencies / Experience:

- Degree holder in any discipline
- Minimum 2 years of working experience in customer facing roles, experience in working in call centre dealing with direct client enquiries of any industry will be an advantage
- Understanding of Sotheby's auction process highly beneficial
- Intermediate Microsoft Excel skills to perform tasks like data entry, summarization and manipulation of data from different sources is required
- Excellent spoken and written English and Chinese (both Traditional and Simplified) is required, and fluency in Mandarin is highly preferred
- Exceptional attention to details and organisation skill required
- Strong time management and with proven ability to follow work flow plans and schedules to fulfil work orders

Interested parties please send your full resume in word format stating present & expected salary to Recruitment.asia@Sothebys.com by 13 July 2018