

REGIONAL REPRESENTATIVE, INDONESIA

Jakarta

The primary function of this role is to assist in spearheading business getting for worldwide sales and assist with business development opportunities in Indonesia, and more widely across Southeast Asia. While Indonesia is the preferred location for this role, other Southeast Asian locations will also be considered. The position will require the incumbent to cultivate networks among collectors, dealers, curators and others across all collecting categories, including Modern and Contemporary Art, Watches and Jewelry; as well as evaluate works, bring in consignments, and sell works across the different disciplines. This role will also assist the necessary internal departments with Client Development, Client Liaison and Events and Marketing responsibilities for Asia.

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

- Business development in all departmental categories (modern & contemporary art, design, editions, jewellery, watches and photographs) referring clients to the relevant Specialist departments dependent on the clients' needs.
- Work closely with the Business and Client Development, Marketing and Communications teams to contribute to the development of client, sales and communication strategies as necessary.
- Identify and develop new consignors and buyers; liaise with the Client Development and Client Advisory teams as well as the Department Heads and Specialist departments to build relationships and ensure client information is logged on to the client development system.
- Outreach to existing and potential clients for business getting ensuring a firm understanding of the clients' collections and requirements and providing information and analysis to the relevant stakeholders.
- Attend local and regional events including gallery openings, museum events and art fairs to represent Phillips and acquire primary pricing intelligence.
- Document all client interaction in Phillips' database and systems to ensure client accounts are kept up to date.
- Collaboratively assist in the selling of all sales, working with colleagues to focus their clients on specific works of interest and to brainstorm possible sales strategies.
- Participate in telephone bidding with clients during the auction and any other internal auctions as requested.
- Support private sales transactions should these opportunities arise.

Client Liaison

- Assist in the evaluation of property for potential inclusion in departmental sales, working collaboratively with specialist colleagues to set estimates and sales terms for works to be offered in order to realize auctions with high levels of expertise and profitability.
- Participate actively in all pre-sale exhibitions, with a focus on face-to-face client contact, to promote and sell the sale.
- Liaise with Client Development and fellow specialists to target buyers for all lots in the sales.
- Work with, advise and support clients known to you with consignments and private sales.
- Monitor client satisfaction through follow up on solving client issues and problems.
- Initiate measures to research and resolve client raised issues.
- Ensuring the upkeep of accurate records through the use of a database.
- Work with Specialists and the Proposals Writer to prepare proposals for business getting for the sales.
- Conduct regular client reviews within the Business Development and Specialist teams to assist with building effective

client target strategies. Provide data support and analysis to inform the development of effective consignment strategies and buyer development strategies.

Special Events and Marketing

- In collaboration with our internal Events department, co-ordinate the organization of events in Indonesia and Southeast Asia. This involves receiving requests from the specialist department for the type of event, coordinating all contractors and being the point of contact on the ground during the event.
 - Work with caterers and suppliers to plan events and work with third party collaborators to plan events.
 - General day-to-day collaboration with the Press team as required.
 - Marketing related duties: Assist the worldwide marketing team in researching suitable publications for a specific campaign, discussing options and deadlines with department heads, booking ad spaces and working with Production Department to design and deliver the ad to various publications.
 - Perform any ad-hoc duties as requested.
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Professional Skills and Experience

- 5+ years of proven, successful experience in the same or similar role working for an international auction house
 - Proficient in Microsoft Office
 - Auction house experience, required
 - Up-to-date knowledge of the collecting market, particularly contemporary art, is essential
 - Deep academic and market knowledge with the ability to carry on eloquently in verbal as well as written communications to a wide variety of audiences
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Education and Training

- Bachelor or master's degree in art history or related field, preferred
 - Language skills in addition to English, required – either Bahasa Indonesian or another Southeast Asian language (dependent on location)
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Personal Attributes

- Driven and entrepreneurial, self-starter with a proven ability to initiate business and track record of success.
- Ability to work professionally and collaboratively with all other areas within the business.
- Obtain high standard of integrity and ability to handle confidential information discreetly and responsibly.
- Excellent client-relations and presentation skills including confidence, tact and diplomacy.
- Proactive with excellent project management and organizational skills.
- Ability to operate with grace under pressure while delivering excellent work product.
- Excellent time management skills with the ability to work under pressure and prioritise to meet strict deadlines
- Strong decision management skills with the ability to take the lead and problem solve.
- Ability to work individually on own initiative and as part of a team.
- Ability to deal effectively and efficiently with multiple tasks.

- Meticulous attention to detail.
 - Excellent sales, negotiation and influencing skills.
 - Excellent verbal and written presentation skills; ability to explain complex information clearly and simply; ability to listen and communicate in a professional manner with a wide variety of internal and external clients.
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Working Conditions

- Work is primarily undertaken within an office environment including working from home as approved
 - International and domestic travel, required
 - Travel to client sites including home visits, as appropriate
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Interested parties please apply and send your Full resume with expected salary to us by clicking "Apply Now".