

CHRISTIE'S JOB DESCRIPTION

Current Vacancies

29th June 2007

UK & Europe

If you would like further details or wish to apply for any of these vacancies please contact the relevant member of the HR Department listed with each position:

Emma O'Connor	ext. 2175	Email: eo'connor@christies.com
Simon James	ext. 2513	Email: sjames@christies.com
Sabrina Biss	ext. 2934	Email: sbiss@christies.com
Rebecca Day	ext 3110	Email: rday@christies.com

For a full job description of each role, please click on the hyperlink of each Position Title. If there is no hyperlink, please contact the HR team member listed for further details.

Job Title	Location	HR Contact	Close Date
<u>Front of House Assistant, Front of House</u>	King Street	Sabrina Biss	13.07.07
<u>Accounts Payable, Haunch of Venison</u>	Haunch of Venison	Sabrina Biss	13.07.07
<u>Collections Assistant, Saleroom Operations</u>	South Kensington	Rebecca Day	13.07.07
<u>Administrator, Regional Chairman's Office</u>	South Kensington	Rebecca Day	13.07.07
<u>Shipping Assistant</u>	Geneva	Clemence Godet	13.07.07

JOB TITLE:	Front of House Assistant
DEPT:	Operations
LOCATION:	Christie's Offices, UK
REPORTS TO:	Front of House Manager

OVERALL PURPOSE OF THE JOB:

To welcome clients to Christie's, assisting and educating them of Christie's auction practices. To represent Christie's to clients and the public, embodying Christie's core values and Client Service Standards.

Key Responsibilities/Tasks:

(Duties include but are not limited to the following)

- Provide information to clients and the public including information on forthcoming sales and events
- Introduce and educate clients on Christie's auction practices
- Responsible for complete familiarity and knowledge of Christie's policies and procedures
- Administer room bookings (Boardrooms 5, 8, 9 and Valuations Rooms 3, 5)
- Act as liaison with technical and administrative departments on behalf of clients
- Initially assess property for sale in directing to the appropriate technical department, receipt property when technical department staff are unable to do so, assist in preparing monthly statistics
- Gathering, recording and researching client comments
- Processing catalogue payments, assist in payment administration
- Checking all signage and updating posters and viewing notices across all client touch points in the public area
- Other duties as assigned by Manager

Bidder Registration:

- Providing a welcome and helpful environment for clients registering to bid
- Register clients as required
- Maintain close working relationship with Credit Control
- Post sale administration and filing

Skills/Competencies Required:

- Ability to maintain customer service posture and professionally represent Christie's to clients
- Ability to manage and prioritize multiple tasks using strong organizational skills
- Personable demeanour and get along well with clients and general public
- Professional appearance and client service propensity
- Initiative and enthusiasm
- Calm under pressure
- Knowledge of Christie's processes and procedures
- 2nd European language desirable
- Good knowledge of MS Office

JOB TITLE:	Accounts Payable
DEPT:	Finance
LOCATION:	Haunch Of Venison
REPORTS TO:	Finance Manager/Assistant Finance Manager

Key Responsibilities

- Purchase Ledger including:
 - Posting invoices to PSF
 - Posting supplier payments to PSF
 - Reconciling supplier accounts/statements
 - Setting up supplier payments in Business Master
 - Preparing cheque payments
 - Dealing with supplier queries/complaints
 - Checking and processing staff expense claims
 - Processing company and directors credit card payments
 - Posting client payments to PSF and updating Artform (Stock System)
- Bank and Cash
 - Reconciling all bank accounts including foreign currency
 - Posting all bank transactions to PSF
- Posting nominal ledger journals
- Other tasks as required

Key Skills Required

- At least two years Accounts Payable experience
- Energetic, self motivated and eager to do well in a fast moving dynamic environment whilst upholding a high degree of professionalism and integrity
- Excellent communication skills – verbal and written
- Ability to prioritise workload and meet deadlines in a calm organised manner
- A good understanding of double entry book keeping

JOB TITLE:	Collections Assistant
DEPT:	Property Control
LOCATION:	South Kensington
REPORTS TO:	Logistics and Warehouse Manager

OVERALL PURPOSE OF THE JOB:

To ensure that all product leaving the business is correctly handled both physically and on Christie's IT and paper-based systems. To ensure excellent Client Service at all contact points within the remit.

Key Responsibilities/Tasks

(Duties include but are not limited to the following)

- Ensure that all property is checked, safely stored and accurately located whilst awaiting collection
- Ensure that the Client's experience of collecting product is prompt, courteous, and that appropriate support and information are provided.
- To ensure that all paperwork is correctly completed and reflected by relevant data-entry
- Handling, movement and storage of works of Art
- Good housekeeping and maintenance of Collections room
- Dealing with telephone queries, providing detailed and correct storage information
- To exhibit teamwork within the Logistics framework, providing support when necessary

MAIN CONTACTS

- Clients and members of the public
- Christie's Specialist Staff

Skills/Competencies Required:

- Administrative experience.
- Experience of handling works of art.
- Able to manage time effectively and work under pressure to tight deadlines.
- Good communication and client service skills.
- Good team-playing and interpersonal skills.
- Strong organisational skills
- Good level of accuracy and attention to detail.
- Computer literacy, especially Word, Excel and Outlook packages.
- Excellent computer knowledge of Property and other systems, with particular reference to bar-coding

JOB TITLE:	Administrator
DEPT:	Regional Chairman's Office
LOCATION:	South Kensington
REPORTS TO:	Chairman's Office Director

OVERALL PURPOSE OF THE JOB:

Providing administrative assistance to the Director of the Chairman's Office and a Business Getter.

Key Responsibilities/Tasks:

(Duties include but are not limited to the following)

- PA support to Director – receive telephone, fax and mail communications, and act on accordingly [making decisions and replying in person when appropriate]
- Day-to-day management of the office
- Providing Ad-hoc PA support to the Chairman as necessary
- Co-ordination and Management of clients' multi-department consignments
- Management of communications, co-ordination of logistics, distributing and tracking of stock to specialist auction departments
- Managing on-going relationships with clients
- Take responsibility for projects, and bring to successful conclusion
- Collating competitor sales and results
- Acting as a contact point for Christie's 'At Home' concept

Main Contacts:

- External Clients
- Internal departments (Valuations; Shipping; Operations)

Skills/Competencies Desired:

- Strong administrative experience.
- Able to manage time effectively and work under pressure to tight deadlines.
- Good communication and client service skills.
- Good team-playing and interpersonal skills.
- Strong organisational skills with an ability to deal with high volume.
- Ability to work independently
- High level of accuracy and attention to detail.
- Computer literacy, especially Word, Excel and Outlook packages.

ASSISTANT IMPORT-EXPORT

L'assistant Import-Export se doit d'assister le responsable du département dans les tâches suivantes :

Gestion des importations sous AFC pour ventes à Genève.

Gestion des réexportations et expéditions des objets non vendus.

Gestion des expéditions des achats, avec établissement de devis et choix judicieux des transporteurs.

Gestion des exportations sous passavant pour objets suisses du Dpt « non selling », avec établissement de devis de transport.

Gestion des réimportations sous passavant des objets du Dpt "non selling" non vendus.

Gestion des passavants à l'importation et à l'exportation.

Gestion des factures transitaires/douanes/CMP/sécurité et vérification avant le passage en comptabilité

Vérification des bonnes données d'importation (AFC pour Christie's ou import par client pour acheteurs)

Gestion du programme « shipping » (données de douane)

Maintien à jour du classement

Gestion des demandes de Cites (avec documents adéquats)

Gestion complète des carnets ATA pour les expositions à l'étranger

Gestion des Carnets import/export des collègues venant de l'étranger

Gestion de la sécurité pour les départs et arrivées à l'aéroport de Genève que ce soit pour nos collègues suisses que pour les collègues étrangers.

Aviser les Dpt assurance et sécurité de Londres des mesures de sécurité prises.

Elaboration des dossiers Hand carry

Gestion et vérification du contrôle de stock "physique" établi par les Dpt (mise à jour de la base de données)

Contrôle des stocks

Établissement des déclarations de rapport de TVA

Établissement des listes CMP ville, amener et reprendre les pièces au CMP à la gare

Gestion des catalogues JLS pour le CMP avec toutes les annotations douanières nécessaires

Rencontre les clients importants à leur arrivée à l'aéroport

Aide et soutien aux clients et aux collègues pour les problèmes de douanes

Suivi des nouvelles lois et procédures douanières et en informer mes collègues

Maintenir de bonnes relations avec la douane, CMP, Service Vétérinaire, Chambre de Commerce, etc

Profil idéal :

- Français courant, très bonne maîtrise de l'anglais.
- Expérience dans le domaine de l'import/export
- Flexible, orienté client

