

Assistant – Chinese Works of Art

Holly's International (Hong Kong) Auctions Co., Ltd. is an auction house providing professional connoisseurship and auction services in Hong Kong starting from 2018. Its parent company, however, Guangzhou Holly's International Auction Co., Ltd., has been a pioneer in the auction industry in Southern China for a remarkable history of 25 years, contributing and witnessing the development of China's auction market. In 2015, the company joined the Infore Investment Holding Group Co., Ltd and this move has undoubtedly further strengthened its competitiveness.

Since its inception in 2016, Holly's (HK) has successfully established an international team of qualified experts from the art scene. The major four departments include Modern and Contemporary Art, Chinese Classical and Modern Paintings and Calligraphy, Chinese Ceramics, Jadeite and Works of Art, and Jewellery and Watches. To add to the exquisite resources, and talented team of professionals, an integrated art complex of Holly's (HK) is located in the art hub of Hong Kong, featuring SPACE 229, a three-storey art space taken up from ground floor; showrooms for watches and jewellery; wine and tea tasting areas; VIP lounges; private-sale sector; offices; studio and workshops etc. The development endeavors to attract a wide range of art lovers, and to bring together top scholars, and collectors from around the world.

Duties:

- Assist the Head of Department for administration support and daily duties;
- Work on proposals, valuations and copyright;
- Prepare condition reports for property for private sale and auction;
- Assist with catalogue production and layout, photography and colour correction, conservation and framing of artwork;
- Liaise with Marketing/Special events re ads, events relating to sales (e.g. proofing, getting text from specialists, signage display, organising party lists etc) ;
- Pre and post-sale tasks (co-ordinating photography, sold since sales) and client issues;
- Undertake ad hoc projects and other duties as assigned.

Requirements:

- Bachelor's degree with at least 1-2 year(s) of experience in relevant department in auction house or gallery;
- Strong organisational and research skills, ability to work to tight deadlines;
- Excellent communication, interpersonal and presentation skills;
- High degree of accuracy and an eye for detail;
- Efficient work manner with aim of delivering high quality service to clients and colleagues;
- Good command of written and spoken Cantonese, Mandarin and English;
- Proficient in Word, Excel, Chinese word processing;
- Be able to handle multiple tasks in fast-paced, high-pressure environment;
- Willing to work according to events schedule;

Interested parties please apply with your full resume with current & expected salary to us at hkinfo@hollysinternational.com .

Personal data collected will be treated in the strictest confidence and will only be used for employment-related purposes.

Posted on: 17 Dec 2018

Deadline: 25 Jan 2019