

## Assistant – Administration & Operation

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:

- Handle enquiries from the client about company, auction, consignment, artworks etc.;
- Be responsible for securing artworks and exhibition space premise at opening and closing;
- Provide administration support for daily operation of office and exhibition space;
- Support Catalogue Subscriptions by client;
- Manage internal client database system;
- Assist in procurement procedures by inviting quotations from various contractors and suppliers;
- Assist in event and exhibition setup, work on preparation of the upcoming exhibition and auction sales;
- Work closely with Administration and Operations Manager to coordinate exhibition setup and dismantle, artwork handling;
- Undertake ad hoc projects and other duties as assigned.

### Requirements:

- Bachelor's degree in art, design, cultural management or related study, with at least 1-3 year(s) in art organisation, gallery or auction house; Fresh graduates will also be considered;
- 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, PowerPoint and Chinese word processing;
- Interest in at least one of the categories is preferable, Chinese Paintings and Calligraphy, Contemporary Art, Ceramics, Jade, Works of Art, Jewellery and Watches etc.;
- 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](mailto:hkinfo@hollysinternational.com) .

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

Posted on:

Deadline:

