

Warehouse administrator

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 24 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 esteemed elites, and 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 Jewelry 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:

- Maintain data of stock keep, stock in and stock out;
- Arrange delivery and collection of artworks;
- Follow up on payment agreements;
- Make inventory of warehouse materials;
- Follow up orders and provide administrative support general warehouse duty;

Requirements:

- High diploma in any subject or relevant experience in auction industry;
- 1 - 2 years of relevant experience;
- Must be initiative, self-motivated and strongly motivated for business;
- Proficient in MS office software, including Word, Excel and Chinese word processing;
- Good command of English and Mandarin

For interested parties, please submit application with your resume, availability, current and expected salary to hollyinternationalhk@gmail.com. Personal data collected will be used for recruitment purpose only.