

Job Title : Sales Assistant Manager
Location : G/F, 36 Wyndham Street, Central, Hong Kong
Employee Status : Regular Part-Time (Three days/ week)
Date : 05-Sept-2019

Duties and Responsibilities

1. Communicate with clients and outside parties in confident manner
2. Be able to remember client's name and faces
3. Handle phone traffic and prepare purchase orders
4. Coordinate events/exhibitions and help physical installation of gallery display
5. Monitor and keep art works safe during gallery opening hours
6. Respond incoming emails, greet visitors and answer field sales inquiries
7. Update gallery's website and social media platforms
8. Prepare catalogues for upcoming exhibitions/ art fairs
9. Manage applications and logistic matters associated with galleries overseas
10. Organized, detail oriented, proactive
11. Be capable of working independently and cooperatively with others
12. Efficient Problem-solving skills under minimum supervision

Requirements

1. Bachelor Degree in Art History or related area
2. Strong sales experience for minimum 1 year
3. Excellent written and verbal skills in both English and Chinese
4. Advantageous if speaking fluent Mandarin
5. Enthusiastic attitude along with presentation
6. Experienced in marketing and promoting Chinese contemporary art
7. Valid Hong Kong Working Permit holder

Qualifications

Bachelor Degree in arts/art management. Related fields will be considered.

Computer Skills

Microsoft Office: Word, Excel, PowerPoint
Photoshop/Adobe Illustrator

Career Perspectives

This position offers you a good opportunity to deal with top collectors in the world. Furthermore, it provides you a better chance to expand your future career in the art market.

Please send us your resume for immediate consideration
hr.wellingtongallery@gmail.com

We are Equal Opportunity Employer.