

Internship (Part-time)

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 Int'l (HK) has successfully established an international team of qualified personnel from the art scene. The major four departments include Chinese Paintings and Calligraphy, Modern and Contemporary Art, Chinese Ceramics and Works of Art, and Jewellery and Prestige Collections. 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 with data, files and documents collecting and archiving;
- Data input and verification;
- Support daily office operation;
- Undertake other duties as assigned.

Requirements:

- Undergraduate with any major;
- Good command of written and spoken Cantonese, Mandarin and English;
- Proficient in Word, Excel, PowerPoint and Chinese word processing;
- Willing to work according to events schedule;

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