

### **Administrative Manager (Assistant to Gallery Director)**

Set up in 2010, Blindspot Gallery is a contemporary art gallery based in Hong Kong. The gallery features diverse media in contemporary art, representing mainly emerging and established Chinese and Asian artists from the region, but also beyond.

#### **Responsibilities:**

- Perform administrative duties for the company, and handle personal matters for Director
- Manage gallery's invoicing, payments, bookkeeping and accounting records.
- Manage administrative duties including filing contracts and legal documents, office supplies, general maintenance and upkeep of the office and gallery.
- Manage insurance, shipments and delivery of artworks.
- Manage all HR needs including staff's payroll, reimbursement, attendance, and insurance.
- Manage the gallery's inventory system and client database (with assistance of Gallery Assistant)
- Monitor the in and out of artwork including condition checking, packing, shipping, and related documentation (with assistance of Gallery Assistant)
- Manage and filing of company's legal documents and agreements.
  - Assist Director with travel booking, appointment scheduling, and art collection management.

#### **Requirements:**

- University graduate
- Minimum 3 to 5 years of relevant experience
- Fluency in spoken and written English and Mandarin
- Good communication and interpersonal skill
- Organized, detail-oriented, independent, resourceful and proactive
- Interest in art and culture is a plus

Immediately available is preferred. Interested parties please send resume and cover letter with expected salary to [recruit@blindspotgallery.com](mailto:recruit@blindspotgallery.com). Please state "Application for Administrative Manager (Assistant to Gallery Director)" in the subject line