

STPI
Creative Workshop & Gallery

JOB DESCRIPTION

Job Title	Senior Manager/ Manager (Sales & Admin)
Department	Gallery
Reporting To	Assistant Director (Sales & Registrar)
Subordinate(s) (if applicable)	Assistant Manager / Senior Executive (Sales & Admin)

Overall Job Objectives:

STPI is driven by a culture founded in creativity, passion and innovation. The position is suitable for individuals who are keen to work in a team, enjoy a fast-paced working environment and most importantly, have a high level of interest in the art world.

The position is responsible for bringing in sales and coordinating sales and inventory, requiring in-depth knowledge of client relationship management and relevant markets to the arts, working in close collaboration with gallery team.

Core Responsibilities:

Sales and Administrative

- Together with Assistant Director (Sales & Registrar), manage and oversee sales activities (pre-sales, sales and post-sales) for both prospective and existing clients on all sales platforms such as exhibitions, art fairs, consignments and private sales in a prompt and suitable manner.
- Support the Assistant Director (Sales & Registrar) in defining, developing and executing sales initiative in line with the gallery's sales strategies.
- Manage relationships with prospective and existing clients with the aim to increase sales and expand client base.
- Manage administrative sales processes such as pricelist update, sales reports, and dossiers for clients' sales enquiries.
- Prepare periodic sales reports, Board Papers and KPI reports.
- Work with Projects & VIP team to develop proposals for special events.
- Work closely with Registrar team on art fair matters and coordination of client viewings.
- Ensure sales-related data of in-house, in-store and online artworks are up to date and accurate.
- Maintenance of sales-related data on Gallery Management Software (FileMaker & ArtLogic).
- Together with Assistant Director (Sales & Registrar), supervise all task requirements of Junior Sales' portfolio.

Job Specifications:

- Bachelor's Degree or Diploma with at least 4 years of relevant working experience in the Arts industry.
- Team-player with positive mindset.
- Meticulous and organized.
- Able to multi-task and have good time management skills.

- Resourceful with excellent interpersonal, communications and writing skills.
- Proficient in Microsoft Office applications (Microsoft Word, Microsoft Excel and Powerpoint in MAC). Proficiency in other relevant softwares such as Photoshop, Adobe Illustrator and Sketchup is a value add.
- Proficiency in Mandarin is required. Any other languages proficiency is a value add.

Key Deliverables:

- Promptness to client's responses.
- Sales initiatives
- Contribution in the expansion of client database and gallery's sales target