

14 January 2011

Full-time Client Service Associate

Wright is looking for an experienced client service associate with knowledge of 20th century art and design to assist with daily administrative tasks and client services. Qualified candidates will have excellent administrative and customer service skills as well as prior experience working in sales.

Responsibilities will include

- General customer service such as answering the telephone, greeting clients in the gallery and replying to emailed inquiries
- Provide assistance in maintaining records, from updating the mailing list and processing catalog orders to entering new inventory into our database
- Work closely with the consignment team to review auction inventory, contract clients, enter descriptions, issue condition reports and oversee incoming shipping schedules
- Also in collaboration with the consignment team, you will manage online sales inventory and provide assistance processing online sales and inquiries

Experience required

- 3-5 years experience in high end sales
- A minimum of BA degree (preferably in Design, Art, Art History)
- Excellent communication skills and attention to detail
- Proficiency in standard computer programs such as Word and Excel.

The ideal candidate will also possess:

- Proficiency in a foreign language (preferably Italian or French)
- Prior understanding of the auction business

Salary is competitive and commensurate with experience. To apply, please submit cover letter and resume to Kelli Thoma at kthoma@wright20.com.

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