

Jewelry & Watches Coordinator - Overall Purpose of the Role and Key Responsibilities

Management Level: Junior Executive

Reports to: Head of Division

Location: London

Contract type: Permanent Job

Experience required: Minimum 5 years

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OVERALL PURPOSE OF THE POSITION

As Coordinator of Goupil & Cie's Jewelry & Watches, you will have management responsibility for the global Goupil & Cie's Jewelry & Watches business unit covering auctions and direct sales channels, coordinating the consignment process and inventory. The role also includes responsibility for contributing to strategic planning and commercial events.

KEY RESPONSIBILITIES

Duties include but are not limited to the following:

Strategic Development

- Participate in the development of marketing content including tailored offers, content for email, website, and social media campaigns
- Manage the strategic development and execution of all marketing campaigns for Jewelry & Watches auctions including live and online sales
- Oversee all integrated cross-platform marketing activities for appointed global and regional departments, including managing advertising in Goupil & Cie's catalogues, consumer and trade publications, and promotional projects such as brochures, internal and external promotional materials, in-house sale enhancements, digital presence of sale and departmental information on Goupilauction.com
- Maintain a thorough ongoing knowledge of the departments business (auction, retail, advisory, storage) goals, budget, audience, and commercial environment

Operational Management

- Run & attend sale meetings with Specialist departments
- Coordinate estimate requests, description and condition report requests as needed
- Work with the Valuations Production team and Specialist departments to execute authentication and valuation, i.e. going on the visit as needed, overseeing the creation of the listing, etc.
- Provide data and analysis for inclusion in proposals and database management
- Operate at all times in accordance with the company's rules on compliance and corporate governance

QUALIFICATIONS & PERSONAL ATTRIBUTES

- Bachelor's degree in Marketing, Arts or related discipline.
- Minimum 5 years experience in fine Jewelry & Watches retail globally
- Must be highly motivated and enthusiastic about selling fine Jewelry & Watches
- Excellent organization skills, ability to work independently but also take part in a strong team spirit
- Flexible work schedule inclusive of attending meetings and events at night and weekend

To apply for this position opportunity, please send your resume and a cover letter to careers@goupilauction.com