

Job Description	
Job Title	Logistics and Gallery Operations Technician
Department	Operations
Reporting To	Logistics Manager Cologne

Position Summary

Sotheby's Cologne organises approximately 10 auctions either live or online per year, alongside selling exhibitions and private sales. This role is to assist with the day to day operations of the Cologne office. Duties will include but not limited to: packing and unpacking fine art deliveries, registering labelling and overseeing the object journey of works of fine art. Organising the photography and exhibition schedule. This role will work closely with all functions across the business to ensure all aspects of logistics including the safe handling and storing of art works are adhered too. As an integral member of the Sotheby's Operations team responsible for ensuring that all property processed through the business is accounted for correctly at all times and that bi-annual stock checks are carried out.

Responsibilities Include

- Support and liaise with the Head of Logistics to support the exhibition process in Cologne. Support the implementation of the exhibition schedule including the installation of gallery enhancements and artworks. Following sale liaise with the Head of logistics and the post-sale team regarding the scheduled removal of artworks to a third-party storage location and artworks that are to remain onsite.
- Ensure all property is measured, weighed, classified and received in SAP within the designated service level agreements. Liaise directly with the third-party storage regarding property received at their site, ensuring all necessary condition checks are completed and that property physically received at this location is received onto SAP with the location updated.
- Complete a detailed condition report supported by clear and relevant photographs of every item that is received within the designated service level agreements. Ensure the condition is recorded in SAP.
- Ensure all pre-sale checks are completed prior to the exhibition, including running reports to check the correct location of every item and that all items have their measurements and weights recorded in SAP, along with ensuring the sale is correctly lotted.
- Ensure all property located at Sotheby's is stored and handled to a high standard, and all movements are tracked using the warehouse management system.
- Liaise with the post-sale team to ensure all collections run smoothly with the correct item being released in full to the client / shipper, and that SAP is updated within 24 hours of the release.
- Liaise with the Logistics manager and Photo Studio Manager (based in London) to schedule all photo shoots to take place at both third-party storage and onsite at Sotheby's offices.
- Support the specialist departments to ensure that all aged property has a recommendation for referral or return.

- Support the inventory team in investigations and resolutions with unknown and uncontactable owner property. Support the process to move the property through the Sotheby's sale process or referral to a third-party auction house.
- Work alongside Risk Management, assisting with any required investigations with insurance claims with the aim of improving processes. Carry out all scheduled checks to support Health & Safety regulations.
- Support both the pre-sale and post-sale teams with shipping logistics aspects in order to provide a high level of client service both internally and externally.
- Support all pre and post logistics in Cologne including un-wrapping, handling, labelling, property movement and packing designated shipments (e.g. Jewellery).
- Accept all items into SAP within the agreed SLA's. All items that are physically released are to be released from SAP within 24 hours of release.
- Ensure that company policy and processes are always followed.
- Provide a high level of support to other roles within operations during periods of absence.

Skills/Competencies/Experience

- Bilingual in German and English
- Previous knowledge of handling, movement, packing, shipping and storage of fine art.
- Excellent interpersonal skills, with the ability to communicate at all levels and work well within a team.
- Enthusiastic with a flexible approach to work.
- Self-motivated, with outstanding organizational skills.
- Be proactive with the ability to prioritise workloads and be flexible with changing deadlines.
- Strong analytical & proactive problem-solving skills.
- Excellent time management/ forward planning skills.
- IT literate with good Microsoft Office (Outlook, Excel, Word, PowerPoint) experience.
- Previous knowledge of SAP would be advantageous but not essential.