

Sotheby's

JOB DESCRIPTION

ROLE: Head of Logistics Cologne

LEVEL: Level 3

REPORTS TO: Head of Logistics and Gallery Operations

LOCATION: Cologne

DEADLINE: 30 September 2024

ABOUT SOTHEBY'S

Established in 1744, Sotheby's is the world's premier destination for art and luxury. Synonymous with innovation, Sotheby's promotes access, connoisseurship and preservation of fine art and rare objects through auctions, private sales and retail locations. Our trusted global marketplace is supported by a network of specialists spanning 40 countries and 50 categories, which include Contemporary Art, Modern and Impressionist Art, Old Masters, Chinese Works of Art, Jewelry, Watches, Wine and Spirits, and Interiors, among many others.

THE ROLE

The head of Logistics Cologne will oversee the art handling, warehousing, gallery logistics and inventory management of the Cologne operation. Along with oversight for the security, Health and Safety, and facilities for the office. The role entails compliance with Work rules, Fire, Health and Safety legislation, conformity to Sotheby's Client Experience Standards and Operational Policies. Reporting to the Head of Logistics and Gallery Operations London this role will work closely with all functions within Operations and across the business to ensure that all pre and post auction logistics for the safe handling of artwork are fulfilled.

RESPONSIBILITIES

Logistics

- Update and monitor all inbound and outbound tracking ensuring that we are operating within the designated KPIs.
- Update and monitor all issue tracking for inbound and outbound items. Escalating issues in a timely manner and supporting any issue resolution.
- Oversee the inputting of all required Shipping & Logistics information in SAP within SLA.
- Ensure all items are received and released in SAP within SLA so our inventory records are always 100% accurate.
- Coordinate the movement of property between the office and third-party warehouse ensuring any movement of property is scheduled and recorded in SAP.
- Coordinate the movement of property between the office or third-party warehousing to third party foundations (for authentication, restoration etc.) in collaboration with the shipping coordinators.
- Schedule photography at both the office and third-party warehouse in coordination with third party contractors and the specialist departments to ensure deadlines are met for all sales.

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- Provide art handling assistance where required to the third-party photographer ensuring all property is presented to them ready to shoot.

Gallery Manager

- Coordinate the set up and breakdown of all sale exhibitions, sales, travelling exhibitions and special events, scheduling where necessary third-party support.
- Liaise directly with the IT department regarding all live auction requirements.
- Ensure all exhibitions and events are fully staffed, recruiting where necessary temporary resources or liaising with line manager to arrange overseas support.

Inventory Management

This role also includes ensuring that Sotheby's inventory is 100% accurate at all times and that all items are safely and securely stored.

- Coordinate the Biannual physical reconciliation for the Cologne office and third-party warehouse, including the remediation and continued improvements to inventory processes.
- Resolve all outstanding inventory exceptions within the required timeframe.
- Co-ordinate all inventory projects for Germany and provide wider European support for inventory projects.

Security:

Ensure the security and safety of Sotheby's staff, assets, visitors, and client's property.

- One of the key holders for the building; working with the other key holders to manage the daily unlock and lock up of the premises and support business requirements for late closing.
- Management of security guard contract and booking of security guards for exhibitions and escorts
- Management of security company for intruder alarm, access control and CCTV systems including maintenance response and servicing twice a year
- Maintain access control system including ensuring all leavers access is removed, Sotheby's staff visiting from other locations are provided with temporary passes and alarm codes maintained etc.
- Physical escort with colleagues for particular goods (high values – delicate items)
- Hand carries of goods from Sotheby's to Export licenses Office for inspections.
- Maintain the Office Safety & Security Procedures for all locations and ensure all procedures are adhered to.
- Report any Security or Safety concerns or changes to the security threat level to the London Risk Management department.
- Support security and risk management planning for all offsite exhibitions. Liaise with London Risk Management department when necessary.
- Provision of Emergency Response (evacuation, security incident, flooding etc.) planning, including training for staff.
- Notify London Risk Management and line manager of any damage to client property and support the claim management process.
- Work closely with the jewellery department to ensure adherence to security procedures and support their safety.
- Nominated SAP approver for the Cologne Office.

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Health & Safety

Support the provision of a safe working environment for all staff and safe exhibition space for all visitors.

- Organization of employees training for Health & Safety – including induction training for all new staff.
- Report all accidents, incidents and near misses to the Health & Safety Manager, Europe
- Plan and carryout Fire Drills for each location, a minimum of once per annum.
- Ensure adequate First Aid training is completed and First Aid equipment stocked and maintained.
- Carryout regular audits to ensure Fire routes are clear and signed. Fire equipment is maintained, and occupancy numbers managed.
- Manage Fire alarm and equipment maintenance contractors.
- Maintain Fire Log for all premises.

Property Management / Facilities Management

- Property Management – Awareness of lease requirements, liaise with Landlord as necessary.
- Proactive management of various third-party contracts and providers of outsourced services, recommending service provider corrective action where needed (includes telephone / IT systems, alarms, HVAC, electrical, cleaners, fabric maintenance)
- Ensure that the premises, plant, machinery, and work activities are maintained and operate in compliance with legislation and safe working practice.
- Key point of liaison for all contractors and key business stakeholders, as well as a point of escalation for any issues.
- Liaison with IT to provide the offices with software, purchase, and maintenance of hardware, copy machines, printers, faxes, and supplier relationships.
- Purchase of stationery and other business operational goods

IDEAL EXPERIENCE & COMPETENCIES

- Fluent in English.
- Exceptional knowledge of handling, movement, packing and storage of fine art.
- Excellent interpersonal skill, diplomacy, and the ability to communicate at all levels.
- Possessing a proactive disposition to set priorities and meet deadlines.
- Discernible problem-solving skills and an aptitude to excel in client focused and deadline driven environment.
- Self-motivated with outstanding organizational skills and general computer literacy.
- Outstanding negotiator with a high level of attention to detail.
- Working knowledge of operational policies and legislations surrounding the movement of art

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Please send applications to Thorsten Alexander Eichhorn, Managing Director Sotheby's Germany

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