



## Job description: Gallery Services Assistant Coordinator

**Job title:** Gallery Services Assistant Coordinator

**Reports to:** Gallery Services Team Manager

**Location:** London E14

**Hours of work:** Full time 9.00am – 5.00pm

**Job purpose** To ensure the smooth running of artist, gallery and art fair related projects

### Key tasks

#### Day to day key tasks:

- Assessing your client's individual needs on a day to day basis
- Working within best practice guidelines to ensure the most cost effective co-ordination of resources
- Manage a number of project files simultaneously including the timely booking of internal and external services e.g. transport, case making, freight etc.
- Assisting colleagues with their workload

#### Administration Duties:

- Ensure projected turnover information is correct e.g. end date, projection date & value of invoice
- Invoicing: ensuring invoices are passed on time, month to month or in advance as the job file requires
- Internal and external documentation: Ensuring these are delivered in an accurate manner and on a timely basis
- Assist with solving credit control problems when queries arise
- Authorise purchase invoices for services purchased from suppliers on each project including overseas agents
- Providing colleagues / clients with Proof of Import / Export documentation
- New object and container entries on to database

#### Quality Issues:

- Ensure Team Manager is made aware of any client dissatisfaction immediately
- Ensure completed in a timely manner

#### Marketing & Improving Client Relationships:

- Your Team Manager will task each co-ordinator with specific clients to Account Manage/Co-ordinate

### Skills & personal qualities

- Administrative excellence with a high attention to detail and accuracy
- Ability to maintain clear and concise records, filing and effective monitoring systems
- Excellent computer literacy
- Well-developed numerical and analytical skills
- Highly collaborative
- Excellent communication skills both internally and externally
- Ability to manage time effectively and see projects through to completion.
- Flexible and co-operative approach to work: willingness to work as a team member in a project-based environment – prepared to work to tight deadlines when and where required
- Experience in a similar role within the shipping/specialist removals industry

**Company  
description**

Momart is the premier fine art handling, shipping and storage company in the UK. Established in 1972, we have world-class reputation for providing solutions to the most complex art transport and installation challenges. We have been involved in handling many of the world's most prestigious fine art objects and are now the agent of choice for the many national museums, art galleries and private collectors

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