



OXFORD EXHIBITION SERVICES

Shipping Manager / Project co-ordinator

Oxford Exhibition Services Ltd are a specialist Fine Art Transport agent who works predominately for Public Art Galleries and Museums arranging the installation, storage, packing, transport and international shipping of art and antiquities. We have locations in Oxfordshire, Wiltshire and London. The position will be located at our London office and warehouse which is based in South East London

Criteria for the post are that you will be a team leader, be experienced in import/export procedures and documentation for air, road and sea freight, be organized, practical and used to problem solving, be good at compiling and checking lists and issuing instructions to staff and suppliers. Experience within the Fine Art Transport sector is preferred with knowledge of art and antiquities.

Written references and a 5 year employment records will be required. OES require staff to be positively vetted. The position entails a 6 month probation period.

Salary: £ 20 to 35 K – (negotiable depending on experience) Normal hours:- 9.00 - 5.30 pm, Mon - Fri

Job Description

- To manage and co-ordinate projects and manage a small team of coordinators in the smooth day to day running of projects
- To maintain and update import/export procedures and documentation, advise and instruct shipping staff
- Compile estimates and liaise with clients
- Monitor and administer customs warehouse procedures and documentation
- Liaise with transport, packing and casing staff
- Ensure that the directors and the exhibition coordinators are provided with the administrative support necessary to organize the transportation and installation of exhibition in the UK and internationally.
- Key tasks include:
 - Preparation of essential paperwork
 - Shipping instructions
 - Export/import documentation
 - Invoicing
 - Instructing and overseeing international work flow

Development:

- Personal assertiveness, confidence and communication skills
- Contribute to client team members' appraisals through giving feedback and being pro active
- Convey passion in the pursuit of understanding client's organizations
- Maintain performance against OES philosophy – listen, learn, organize and care

The successful candidate will:

- be flexible and open
- have good literacy & numeracy skills
- be interested in art
- pay attention to detail
- be a team player and leader
- be IT literate - (particularly MS Office : training given in bespoke database system)
- have good interpersonal/communication skills
- have good organizational skills
- Meet deadlines

Please contact: Ivan Bailey (ivan.bailey@oxex.co.uk)