



Sales & Operations Assistant at JRPEditions, Zurich

ABOUT JRPEDITIONS

Since 2004, JRPEditions (formerly JRPIRingier, 2004–2018) has established itself as one of the leading international and independent publishers of contemporary art, partnering with artists, museums, galleries, and private institutions worldwide. We have built up a catalog of more than 500 titles currently in active distribution (in English, German, and French) in the contemporary art field.

In 2019, JRPEditions launched a brand-new website to reflect its new impetus and its Multiples' department, which produces limited editions such as lithographs, screen prints, sculptures, mirrors, and bronzes.

We are currently a team of 15, split between Zurich, Geneva, Paris, New York and Los Angeles.

About the Job

E-Commerce Sales Support

- Create and update of online entries on websites and other online platforms.
- Process and manage online orders from our e-commerce platforms, update databases and other internal documents and inventories.
- Manage stock and coordinate with the warehouse to ensure timely order fulfillment.
- Support promotional activities, including sales campaigns and seasonal offers.
- Contribute to sales expansion efforts by exploring new marketplaces and collectors, and initiating sales outreach, carry out market research and prepare reports.

Customer Service

- Create and update clients databases
- Act as a point of contact for customer inquiries, resolving issues related to orders, shipping, and product details.
- Maintain a high level of customer satisfaction by delivering prompt and professional service via email, phone, and online chat.

Administration

- Manage day-to-day administrative tasks, including data entry, invoicing, and record-keeping.
- Maintain and update customer databases and sales records.
- Support internal teams in the preparation of new projects and releases.

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Requirements:

- Strong organizational and multitasking abilities with attention to detail.
- Proficiency in basic computer skills and willingness to learn new software tools.
- Excellent written and verbal communication skills in English.
- Proactive, with a customer-centric approach, and flexibility to accommodate the needs of our global clientele
- Ability to work independently and collaboratively in a team environment and to adapt in a fast-paced environment with constantly-changing priorities.
- Creative, solution-driven approach to facing new tasks and situations.

What we offer

- Being part of one of the leading creative companies in the contemporary art field.
- Working with a young, passionate international team and established contemporary artists from all around the world.
- Varied activities and a job with a great autonomy and professional development opportunities.
- A beautiful office space in the heart of Zurich.
- Company laptop (Apple) and telephone.
- Benefits and holidays as per country of employment.

In order to support our fast-growing business, we are looking for a Sales & Operations Assistant to join our team in Zurich: a hardworking and self-motivated team player, who is deadline- and detail-oriented with strong project management skills and an ability to execute multiple projects at once.

Are you a dedicated individual committed to delivering exceptional client experiences and achieving sales goals? At JRPEditions, we are searching for a Sales & Operations Assistant. We value flexibility and dedication, with occasional work required after 6 pm to accommodate our global clientele.

No prior experience in the art market is necessary; we're seeking individuals with a strong work ethic and a passion for exceeding customer expectations.

This position is full-time and based in Zurich.

How to apply

Thank you for your interest in joining our company. To apply, please send your CV by email to hr@jrp-editions.com