

Title: [Logistics Assistant](#)

Salary: Top of market

Location: Central London/Flexible

You'll be a great fit if you:

- Have unbeatable attention to detail
- Are super organised
- Enjoy managing and prioritising multiple tasks and workflows simultaneously
- Love the idea of working in a fast-paced, ambitious young company
- Are driven by delivering the highest standards

In this role you will:

- Together with our Logistics Manager, work closely with clients to understand the specific needs of domestic transports, installations, exhibition changes and art fairs
- Coordinate with all departments to ensure that appropriate resources are in place for each booking
- Create and managing paperwork and internal systems for each booking
- Ensure that all records and administrative duties are accurately updated

We offer:

- Top of market salary
- Huge opportunity for career development
- Central London office
- Flexibility to work from home
- 25 days paid annual leave
- Opportunity to have a genuine impact and meaningful reward for your efforts

We strongly believe that if you are passionate about what you do, there is no better place to do it than at Queen's.

At Queen's, we firmly believe that diversity of thought and a passion for what we do is key to our success. We are proud to be an equal opportunities employer and we strive to create a diverse and inclusive working environment for all.

Interested?

Please email info@queensfineart.com with your CV and we'll be in touch?