

Client Liaison (Berlin)



Position: Client Liaison

Reports to: Senior Specialist

Location: Kurfürstendamm 28, Berlin 10719 (on-site)

Contract: Full-time (40hrs per week), Permanent

Salary: €30,000 - €40,000 per annum commensurate with experience

Hours: 10am-6pm Monday-Friday (TOIL compensation for occasional evening/weekend hours)

Overview

Tarisio is the leading international venue for fine stringed instruments and bows with offices in London, Berlin and New York. We are a close-knit group of creative people and look forward to having a like-minded individual join us. This position is an ideal opportunity for a driven and highly-organised individual wishing to develop a broad skillset within a unique and exciting industry which encompasses classical music, fine art & antiquities, and auctions.

Job Role

As the first point of contact for both buyers and sellers, the Client Liaison will play a key role in cultivating strong, lasting relationships with our clients. This position involves both front-of-house responsibilities and administrative support, with a particular focus on coordinating client services, client data collection for KYC / AML processes, and supporting auction and private sale operations.

Key Responsibilities

- **Client Handling**
 - Serve as the face of Tarisio for our international clientele, delivering exceptional service and support
 - Manage inbound communications (email and phone) and field all general enquiries
 - Act as a brand ambassador, consistently upholding a professional and hospitable presence
 - Assist with client prospecting and consignment-gathering campaigns
 - Travel occasionally within Europe (primarily to and from London) to retrieve consignments or deliver sales
- **Auctions and Private Sales**
 - Coordinate workflows to meet deadlines across Tarisio's five annual auction cycles
 - Prepare and send consignment and sales contracts
 - Provide administrative support to specialists, operations and sales staff as required
- **Administrative duties / Front of House**
 - Greet and manage visitors and in-office client appointments
 - Maintain office-wide scheduling and coordinate internal calendars
 - Keep accurate records and uphold Tarisio's filing and data systems
 - Ensure familiarity with Tarisio's registration and bidding processes to assist clients confidently and efficiently
 - Contribute to the daily operations of the Berlin office through general administrative tasks

Personal Specifications

- 1–2 years of experience in client service, sales, or administrative support
- Fluent in both English and German
- Strong written and verbal communication skills
- High attention to detail, excellent time management, and strong organisational abilities
- A proactive and adaptable mindset with sound judgement and a calm, problem-solving approach
- Comfortable working both independently and collaboratively in a fast-paced environment
- Experience working in a related industry (classical music, fine art, luxury goods, auction house, etc.)
- Familiarity with stringed instruments
- Additional language skills
- A strong passion for music and the arts, with fluency in classical music (particularly the string world) is essential
- Preference will be given to candidates who are experienced string players

We are hard workers at Tarisio, and equally believe in the correct compensation for our employees' efforts. Benefits include:

- Annual discretionary performance bonus
- Generous leave policies: 28 vacation days, half-day "Summer Fridays", and a paid Christmas office closure
- Office perks: Free snacks, coffee, and (of course — this is Berlin!) beer
- A beautiful Altbau office space with a balcony in central Berlin