



WALKER CHRISTOPHER

Walker Christopher Ltd. seeks a Store Manager with a minimum of 10 years experience in the jewelry industry; 5 years of which should be managerial.

Extensive knowledge of diamonds and gemstones a must. Formal qualifications such as a gemology degree or certification in diamond grading would be preferred but not necessary if practical trade experience is thorough. Successful candidate must be passionate about jewelry and gemstones and design. Must be personable, have a sense of humour and be able to multi-task and deal with a busy environment.

The Store Manager will be responsible for:

- Day to day operations of the store such as opening and closing store and securing merchandise.
- Monitoring staff and sales floor
- Verifying accuracy of daily sales reports, by closing credit card machines and ensure correct cash transactions outgoing and incoming.
- Monitoring stock and re-order findings, precious gems and finished jewelry.
- Pricing and inputting inventory
- Updating customer appraisals and giving estimates for jewelry replacement/repair.
- Corresponding with vendors and clients re: special orders
- Liaising with customers and jewellers regarding repairs and custom work.
- Maintaining customer database and sending promotional materials/invitations to maximise product exposure
- Receive and ship merchandise and handle all courier and customs documentation
- Actively implement changes to improve business.

Please apply in writing to: johndarcher68@hotmail.com

Closing Date: March 17, 2014