

Operations Manager

Our client, DI Card Ltd (trading as Diamonds International), seeks an Operations Manager for their retail store in Dockyard.

DI Card Ltd offers an attractive salary along with benefits and commissions for a career-oriented self-starter to manage operations of the store.

Duties and responsibilities:

- Negotiating new contracts for merchandise with jewellery vendors in foreign markets;
- Purchasing diamonds and gemstones;
- Providing merchandise and inventory controls;
- Hiring, retaining, coaching and training of new employees;
- Budgeting and planning of all aspects of the business including back office;
- Planning marketing and sales promotions;
- Negotiating with cruise line representatives;
- Liaising with parent company – as employees at the parent company speak primarily Hebrew, knowledge of the Hebrew language is preferred; and
- Periodically travel and work in the Company's US headquarters located in New York.
- Creating and Executing Comprehensive Training Programs for Existing Staff

Required skills and qualifications:

- Bachelor's Degree in Management or equivalent discipline;
- Certificates in Gemology from an internationally recognized institution such as the Gemological Institute of America;
- Three (3) years of experience selling gemstones;
- Three (3) years of experience in a management or supervisory-type role;
- Three (3) years of experience in the international jewellery industry;
- Proven experience trading diamonds;
- Knowledge of other languages would be considered beneficial (Spanish, French, Italian, Hindi, Mandarin);
- Extensive knowledge of all metals and jewellery repair; and
- Ability to travel for extended periods of time on little notice.

Closing date: 22 February 2018

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Appleby Core provides clients with an integrated solution across all aspects of employment, facilities management, IT and immigration requirements.

Please forward a detailed resume in confidence to:
Rachel York at ryork@applebyglobal.com or
Canon's Court, 22 Victoria Street, Hamilton. Tel: 441 295 - 2244