Jeweler

Our client, D.I. Card Ltd. (trading as Diamonds International), seeks a Jeweler for their retail store in Dockyard. Successful applicants must be willing to work a flexible schedule including holidays and weekends.

Duties and responsibilities:

- Operate the Jewelry Workshop
- Maintain all machinery and equipment
- Maintain a clean and organized environment
- Perform the following tasks:
  - Size rings, including enlarging & reducing the size of rings
  - Set loose diamonds & loose gemstones
  - Fabricate jewelry
  - Adjust the size of necklaces and bracelets
  - Mount diamonds and stones into pendants and earrings
  - Prepare mountings by placing heads into semi-mounts
  - Prepare findings for sale
  - Replace stones in jewelry
  - Plate jewelry with rhodium as needed
  - Polish jewelry as needed
  - Clean and electro clean jewelry on a periodic basis to maintain luster
  - Maintain jewelry in sellable condition for store use
  - Size watches
  - Replace watch batteries if possible
  - Remove links from bracelets and watches
  - Perform repair work on jewelry from companies affiliated with Diamonds International
- Control all gold used for sizing and fabricating jewelry and establish how much gold is used for each individual work order.
- Refine all gold and platinum
- Undertake all tasks with complete and focused care to avoid damage to the materials or gemstones
- Control the inflow and outflow of Workshop jobs
- Operate a secure workshop ensuring the security of high value items
- Dispose of hazardous or toxic waste in accordance with local environmental law
- Control Workshop pricelist and charges
- Maintain a harmonious relationship with all staff and satisfy their Workshop requests (where possible)
- Use safety equipment provided in a proper manner
- Enforce company policies in reference to workshop rules
- Use the workshop price list to establish prices for jeweler's work
- Ensure the appropriate manager's signatures are included with the work order
- Establish charges for custom work
- Order all jewelers sizing stock, findings, watch batteries and perishable supplies
- Maintain accurate banks establishing the use of findings and sizing stock
- Control the use of perishable supplies and jewelers supplies including powders, solders, polishing compounds, rhodium, and files, bits etc.
- Reorder tools as needed through established suppliers provided by the company
- Obtain the required authorization for all orders
- Maintain the jeweler's worksheet to control all daily work which is performed
- Review all jewelers envelopes to check for proper descriptions of work and proper charges
- Assist with additional tasks as assigned by the Operations Manager/Regional Manager

Required skills and qualifications:

Key skills and requirements to do the role:

- Must have 24 months experience working as a Jeweler
- Must have knowledge of: noble metals, precious and semiprecious stones; welding, cutting, stamping and drafting techniques; types of settings (prongs, bezel and channel); metal melting, stretching, laminating, cutting, inlay and fretwork
- Must have the skill set to assemble all elements to create a very particular item and the ability to complete each task within a short period of time to serve cruise ship clients

Closing date: April 1, 2022

Please submit cover letter and CV to Belinda Wright, Conyers Dill & Pearman, P.O. Box HM 666, Hamilton HM CX (298-7810) or by email to: belinda.wright@conyers.com

***Resumes must reflect the required work experience and information must be verifiable. ***