Jeweler

Our client, DI 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 jewellery 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 jewellery.
    - 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 jewellery.
    - Plate jewellery with rhodium as needed.
    - Polish jewellery as needed.
    - Clean and electro clean jewellery on a periodic basis to maintain lustre.
    - Maintain jewellery in sellable condition for store use.
    - Size watches.
    - Replace watch batteries if possible.
    - Remove links from bracelets and watches.
    - Perform repair work on jewellery from companies affiliated with Diamonds International.
- Control all gold used for sizing and fabricating jewellery 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 Jeweler's 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 Jeweler's 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 Jeweler's 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 minimum 3 years' experience working as an independent 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.
- Applicant with intermediate oral Spanish preferred but not necessary.

Closing date: 7 March 2023

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. ***