

Senior Diamond, Tanzanite and Watch Operations Specialist

Our client, DI Card Ltd (trading as Diamonds International), seeks a Senior Diamond, Tanzanite and Watch Operations Specialist for their retail store in Dockyard. The successful applicant must be willing to work a flexible schedule including holidays and weekends.

Duties and responsibilities:

- Arrange, organize, display and undergo all administration associated with merchandise and employees working with the merchandise.
- Providing support and extensive training/upskilling of all staff working with Diamonds, Tanzanite and Watches.
- Grading diamonds and tanzanite as needed, quality control for all merchandise.
- Provide inventory and inventory management to all merchandise of the location.
- Provide operational support overseeing merchandise management, administration and logistics.
- Liaise with Watch Specialty Brands and oversee product ordering, customer service and purchasing.
- Support Management in the recruitment of future DI Card Diamond, Tanzanite and Watch specialists and sales team members.
- Assist the General Manager/Regional Directors as required.

Required skills and qualifications:

- A minimum of 5-7 years of experience selling luxury watches and working in the diamond, Watch and tanzanite sales industry.
- A minimum of 3 years overseeing operations of Gemstones and luxury watches in a large retail or wholesale operation.
- Experience in managing watch, diamonds, tanzanite and other merchandise inventory.
- Specialize in Gemstone Training and management of Diamond, Tanzanite and Watch merchandise.
- Specialize in training Sales Staff to excel at sales in Diamonds, Tanzanite and Watches.
- Demonstrated knowledge of luxury watch brands and the general watch market.
- Demonstrated understanding of all components of a watch.
- Experience repairing minor issues with watches and ability to estimate cost of more complicated repairs.
- Demonstrated and comprehensive knowledge of the diamonds and tanzanite industry.
- Demonstrated knowledge of the setting process of loose diamonds and tanzanite.
- Excellent communication skills and customer service skills.
- Bilingual speakers with intermediate Spanish preferred as Merchandising HQ is based in Mexico, but not a necessity.

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. ***