



## **Career Opportunity**

**Position:** Sales Assistant (Part-time)

**Reports to:** Sales Manager

**Typical Work Week:** Part-time hours, Monday to Saturday

## **About Mindham Fine Jewellery**

Mindham Fine Jewellery has been designing and retailing award-winning collections for over 25 years. Its newly expanded boutique includes salons and workshops focusing on customizing, remodeling and creation of fine jewellery. Mindham Fine Jewellery is also home to the iconic international brands Verdura and Franck Muller.

## **Position Overview**

The Sales Assistant (SA) is a results oriented, luxury retail professional, with a superior customer service orientation. The SA has a proven track record of delivering results with the polished efficiency required to support both the administrative and operational needs of a luxury fine jewellery sales environment. The SA is focused on supporting the achievement of corporate and profitability objectives and the fostering of a team environment in which respect and professional courtesy are of tantamount importance.

## **The position of Sales Assistant is responsible for, but not limited to the following:**

- Ensuring a high level of client satisfaction through excellent customer service
- Overseeing and/or execute all facilities and housekeeping needs to ensure the Mindham Salon consistently reflects a luxury environment and experience at every touch point
- Supporting individual sales team members in every capacity including special order flow, client servicing, client deliveries, stock repairs and the processing of sales and servicing.
- Participating daily in the display and merchandising of jewellery and the securing of all inventory at end of day.
- Reviewing and update all sales and customer data to ensure that company records and reports reflect accurate and current profile and activity.
- Ensuring the customer database reflects accurate and up to date information with respect to all business activity and personal data
- Assisting with customer deliveries and pick-ups as requested
- Ensuring all MFJ environments consistently reflect a true luxury brand experience by overseeing all related housekeeping including front and back of house supplies, cleaning and landscaping

- Serving as a Brand Ambassador and model of professional and ethical behavior by extending a seamless and elegant customer experience and encouraging and supporting this same orientation throughout the organization
- Supporting all sales activity while seeking to ensure profitability objectives are met
- Performing other duties as required

**Benefits:**

- Health Benefits fully covered by the employer after probationary period
- Collaborate with experienced professionals within the luxury jewellery industry
- Work with the best jewellery available
- Educational opportunities
- Work in a luxurious environment
- Employee discounts
- Growth potential

**Qualifications:**

- A university or college degree
- Proven previous success in a retail or hospitality environment with particular expertise in serving the luxury environment in which superior sales and client development are critical goals
- Valid Driver's License

**Skills and Abilities:**

- Superior organizational and time-management skills
- Proficiency with Microsoft Office Suite
- Positive orientation and a strong work ethic
- Ability to work independently and cooperatively within a team environment
- Outstanding interpersonal, oral and written communication skills
- Strong analytical and strategic skills with the ability to multi-task and perform under pressure

**The Next Move**

Please send your cover letter and resume in confidence to: [admin@mindham.com](mailto:admin@mindham.com) and reference Sales Assistant in your email subject line and cover letter.

We look forward to reviewing all applicants, however, only qualified applicants will be contacted.

Mindham Fine Jewellery is an equal opportunity employer. Accommodations for disabilities will be provided to support participation in all aspects of the recruitment process.