



## **Career Opportunity**

**Position:** Sales Executive

**Reports to:** President and CEO

**Typical Work Week:** Full-Time Hours, Monday to Saturday

**Compensation:** 100% Commission-based Structure

## **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**

Reporting to the President and CEO, the Sales Executive occupies a unique position within MFJ, utilizing extensive client networks to facilitate the growth of MFJ's business and client base. Operating independently of the rest of the sales team, the Sales Executive is responsible for using MFJ resources to find new clients and sell MFJ products to those clients. The Sales Executive will be responsible for identifying, acquiring, and developing new business opportunities related to the field of luxury jewellery.

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

- Self-promoting to clients and utilizing social media platforms
- Building and maintaining a strong, long-lasting client network
- Driving their personal sales process of luxury jewellery items from beginning to end
- Communicating with clients regularly to promote strong sell through, staff knowledge, get sales feedback, etc.
- Developing a strong network of referral sources by leveraging on existing networks through active involvement and participation within the luxury jewellery community
- Working independently to deliver MFJ products to new clients
- Assisting in expanding the MFJ brand
- Researching and reviewing possible market insights that are applicable to helping the business grow based on the strengths of the business
- Forecasting future jewellery sales and adapting sales plans to prepare for any shifts in the marketplace

## **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
- 100% Commission-based salary

## **Qualifications**

- University degree or college diploma or equivalent work experience.
- Minimum of 3 years of sales related experience in the luxury jewellery field
- Proven knowledge of all aspects of luxury jewellery retail

## **Skills and Abilities:**

- Relationship Selling / Relationship Management
- Presentation and Organization Skills
- Networking
- Teamwork
- Excellent listening and communication skills
- Result-oriented
- Strong business acumen related to the luxury jewellery industry
- Accuracy and attention to detail
- Decisiveness
- Flexibility
- Problem solving and business analysis skills
- Customer service focused with conflict resolution abilities
- Honesty and integrity

## **The Next Move**

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