

Sofia Jewelry is seeking a Jewelry Sales Associate with a strong understanding of fine jewelry and experience in Luxury retail sales. Sofia Jewelry is a family run, well established retail store located in the vibrant Mill Valley Downtown in Marin County. This team member will enjoy working within a small, entrepreneurial environment that is fast paced and community oriented. The ideal candidate will have previous jewelry and sales experience, excellent customer service skills, the ability to exercise good judgment in a variety of situations, along with administrative and organizational skills. This is a great opportunity to grow and bring your ideas to our fun, focused and fast paced business!

- Part-time on a trial basis with transition to full time
- 20+ hours part-time
- Saturday availability required
- Full time must commit to Holiday hours during the month of December
- Competitive pay
- Commission

### **WHAT WE ARE LOOKING FOR:**

We are looking for a fun and friendly individual to join our team who has a strong understanding of the fine jewelry world and a previous background in retail sales.

- Excellent communication and customer service skills
- Enjoys meeting and interacting with clients and building relationships
- Self motivated, hard working, able to work with a team, positive attitude
- Organized self starter with the ability to multitask
- Friendly and focused
- Responsible and dependable

### **SPECIFIC QUALIFICATIONS:**

- Retail experience required
- Extremely detail oriented
- Jewelry industry experience
- Strong computer skills