

Sofia Jewelry is a well-established, family owned, retail store located in vibrant Mill Valley. We are seeking a Creative Associate with Photography, Social Media, Website, and Retail experience. This team member must be creative and enjoy working within a small, entrepreneurial environment that is fast-paced and community-oriented. The ideal candidate will have the ability to exercise good judgment in a variety of situations, excellent administrative and organizational skills, and the ability to maintain a realistic balance among multiple priorities. This is a great opportunity to learn, grow and bring your ideas to our fun, focused and fast paced business!

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

Administrative duties to include but not limited to:

- Photography
- Photoshop
- Social Media Management
- Website maintenance
- E-Commerce
- Retail sales
- Data entry
- Shipping
- Inventory
- Organizing
- Merchandising inventory

What we are looking for:

- Responsible
- Trustworthy
- Organized
- Detail-oriented
- Self-starter
- Eager and open to learning new skills
- Friendly with a positive attitude
- Ability to multi-task
- Customer service skills