



IAN GALLACHER STIRLING

The Role

Sales Assistant and Administrator

Ian Gallacher Jewellers

Stirling Town Centre

Ian Gallacher Jewellers is a fast paced Jeweller and Diamond Merchant serving both Retail and Trade Customers

We now require a motivated, keen to learn and conscientious individual to join our team as a Sales Assistant and Administrator, dealing with all types of jewellery, from silver to high end pieces.

You will be part of a small but exciting team, picking up great skills and techniques.

About the Job

This is a customer facing role selling jewellery from our collection from Silver and chains, to high end diamond pieces. We also require the successful candidate to provide excellent customer service and advice at our Repairs counter.

As the first point of contact with our customers, you must be friendly, approachable and provide customer service to the highest level.

You will be working within a small team in our fast paced reception, dealing with customer and trade repairs, invoicing, organising outgoing post, photographing and merchandising stock, social media and adding stock to our online shop.

Responsibilities

Responsibilities of the role include, but are not limited to the following;

Showroom

- Required to be patient, friendly and confident serving customers in our showroom when required
- Building relationships with regular clients
- Cleaning of jewellery stock and merchandising in the showroom
- Knowledge of diamonds and jewellery, including “The 4 C’s” is highly desirable, although not essential as full training will be given for the correct person
- Merchandising and cleaning of jewellery

Administration

- Candidates must be proficient in emailing / internet / social media and have good computer skills
- Invoicing trade and customer repairs
- Packaging and organising outgoing post
- Candidates must be organised and confident working in a fast paced, varied role

Language

English

Reports to

Business owners and General Manager

Remuneration

££ Highly Competitive

Hours of Work

Monday to Saturday 8am to 5.30pm (with a day off during the week)

To Apply

Please email your CV and covering letter, indicating experience, current remuneration and why you think you may be suitable for this position to info@iangallacher.com.

About Ian Gallacher Jewellers and Diamond Merchant

For over 40 years Ian Gallacher has been making the finest bespoke diamond jewellery and has a well-earned reputation for quality, personal

service and value. To this day, Ian is totally hands-on in the workshop and ensures that every piece of jewellery produced by his skilled team meets with his exacting standards.

We supply diamond rings, bracelets and necklaces to suit every style and budget, and because it is a big investment and something you will want to wear for many years, you want to get it right. This is why we will take the time to get to know you and make sure that what you buy is perfect for you.

