

Job Description

Job Title: **Office, Marketing and Sales Assistant** Date of this Description: **10/21/2013**

Job Summary: **The office, marketing & sales assistant is responsible for maintaining high level of professional customer service and assorted office and computer duties.**

Essential Duties and Requirements of the Job.

1. Website & Etsy shop maintenance, writing newsletter, social networking
2. Customer service (phone, email, in person), shipping, merchandising
3. Digital photography, editing, tagging, pricing, inventory entry
4. Filing papers, designing ads, desk work

Other duties as assigned including:

1. Monthly email newsletter
2. Updating and maintaining of Etsy Shop
3. Facebook postings
4. Photography & photo editing
5. Shipping packages
6. Data entry
7. Merchandising and store display
8. Organizing and filing papers
9. Retail, wholesale and consignment sales
10. Basic ad writing and design
11. Cleaning, store maintenance and Polishing jewelry
12. Very basic jewelry assembly
13. Secretarial Support
14. Monitor inventory levels
15. Make preparations for meetings

Skills Required to Perform the Essential Duties of the Job:

1. Experience of writing email campaigns (Mailchimp preferred)
2. Experience running an online storefront (Etsy preferred)
3. Experience using Facebook for Business
4. Experience editing photos (iPhoto preferred)
5. Proficiency using Mac and Mac based programs
6. Basic knowledge of using a digital camera
7. Experience with different shipping options used through USPS
8. Retail Sales Experience
9. Experience using Photoshop or able to learn new computer skills easily
10. Experience on iPhone or iPad
11. Experience entering data in point of sale system
12. Cash Handling and Drawer Closing/Opening
13. Jewelry Sales Experience

Educational Requirements Needed to Perform the Duties of the Job:

1. BFA preferred with some focus in the arts and/or business

Physical, Mental and Psychological Requirements to Perform the Essential Duties of the Job:

1. Able to spend long hours at a computer
2. Ability to see small details well, good vision
3. Able to go between studio and store on stairs.