

Job Description

Job Summary: Working part time under Studio Assistants, Designers and Operations Manager to fulfill tasks in the production of jewelry and operation of shop.

Essential Duties and Requirements of the Job in Studio

1. Finish work of jewelry and castings
2. Some fabrication of jewelry
3. Following written instruction and templates
4. Working in sterling silver, copper, brass
5. Wax Injection and spruing.

Essential Duties and Requirements of the Job in Office and Store

1. Customer Service in shop and over phone
2. Daily cleaning and maintenance of shop and casting studio
3. Opening and closing register
4. Polishing jewelry
5. Working with customer to get notes of potential custom orders
6. Tagging and labeling jewelry
7. Filing papers
8. Determining ring sizes
9. Preparing orders for pickup and shipment
10. Laundry of shop towels and running errands

Skills Required to Perform the Essential Duties of the Job:

1. Very strong attention to detail
2. Ability to work with hand tools
3. Ability to work with small items
4. Very strong customer service skills
5. Ability to follow written and verbal instruction
6. Ability to have a variety of tasks on any given day

Educational Requirements Needed to Perform the Duties of the Job:

1. High School Diploma

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

1. Very good vision
2. Ability to do long hours of bench work
3. Ability to do repetitive tasks
4. Ability to switch between tasks

Environmental Factors of the Job:

1. Safe handling of light duty chemicals and potentially hazardous materials

Job Description Approved by: _____

Signature

Date