



# LISA FLETCHER

JEWELLERY

## **Position: Jewellers Assistant at Lisa Fletcher Jewellery**

- Learning techniques required for production of LF Jewellery; textures, forging, annealing, working with tools, torches, soldering, filing, etc
- Working in alloys of sterling silver, gold plate/fill, solid gold
- Able to work with your hands on small objects
- Attention to detail and quality control
- Self motivated, trustworthy and responsible a must
- Material & stock management
- Multitasker
- Website navigation

### Online Orders

- Checking online orders and fulfilling these orders with mail out of product
- Managing the online shop for new/dated product or sizes
- Updating of the online shop/inventory/order systems

### In the Shop/Sales/Customer Service

- Working on the floor engaging with customers and selling; always making people feel welcome and warm entering the shop
- Product Knowledge; Sharing our story, how the factory came to be, and information. Sharing knowledge about what we have to sell; where it was made, by whom, material made from, cleaning instructions; the more you know the more you sell
- Keeping store stocked and looking fresh.
- Make sure all products on the floor are priced and well merchandised
- Answering questions regarding products

- Keeping inside and outside of shop clean tidy and looking its best for each customer

**Hours:**

- Flexible hours between 10am-5pm Monday to Friday.
- Once trained you will become more project based and can work much more flexible hours; ie evenings/mornings, etc

**Rate of Pay:**

\$22/hour with no experience. Negotiable with experience.  
Can be re-assessed after first month depending on experience.  
Increase in rate as skills learned become an asset to the biz.  
\*One year commitment preferred

