

Job Posting: Jewelry Production and Handling Assistant at ASHI Diamonds LLC

Position: Jewelry Production and Handling Assistant

Company: ASHI DIAMONDS LLC

Location: 18 East 48 Street 14th Floor, New York, NY 10017

About Us: ASHI DIAMONDS LLC is a prestigious jewelry company with over 40 years of experience in the industry. We pride ourselves on creating exquisite pieces that capture the essence of elegance and sophistication. As we continue to expand our reach, we are seeking a dedicated individual to join our team as a Jewelry Production and Handling Assistant.

Position Overview: We are looking for a meticulous and detail-oriented individual to assist in the production and handling of jewelry. The ideal candidate will play a crucial role in various stages of production, including preparation for shows and special events. Additionally, they will be responsible for assisting with day-to-day tasks related to jewelry production and handling.

Responsibilities:

- Assist in handling jewelry at different stages, particularly for showcases and special events.
- Collaborate with team members to complete tasks efficiently and effectively.
- Perform day-to-day jewelry-related tasks as assigned by supervisors.
- Maintain a clean and organized workspace to facilitate smooth operations.

Requirements:

- Previous experience in jewelry production or a related field is preferred but not required.
- Strong attention to detail and precision in handling delicate materials.
- Excellent organizational and time management skills.
- Ability to work effectively both independently and as part of a team.
- Must be reliable.

Benefits:

- Competitive starting pay of \$16/HR with opportunities for raises based on performance.
- Monday to Friday schedule from 9:00 am to 6:00 pm.
- One week of paid medical leave and
- Two weeks of paid vacation.
- Retirement benefits
- Health insurance coverage.

How to Apply: If you are passionate about jewelry and possess the skills necessary to excel in this role, we would love to hear from you! Please submit your resume and cover letter to hr@ashidiamonds.com with the subject line "Jewelry Production and Handling Assistant Application".

Join ASHI DIAMONDS LLC and be a part of our legacy of excellence in the jewelry industry!