

# Quality Assurance Job Description

Fine jewelry wholesaler seeking to hire an experienced fine jewelry quality control employee. Must have command of English language and experience using Excel.

## Requirements:

Receiving, checking-in, unpacking and preparing merchandise deliveries from multiple manufacturers/vendors on work trays.

High organized with the ability to keep all deliveries properly separated.

Match vendor deliveries to customer purchase orders.

Meticulously inspect each piece before items ship to customers:

- Confirm appropriate stamps have been applied

- Assure tight setting

- Assure there are no loose/missing gemstones

- Excellent prong-setting

- Assure meticulous finishing of each and every item

- Attach chains as necessary

- Ensure all findings are on each item as necessary and Inspect stamps

- Ensure correct matching of gemstones – both loose and set in finished ensembles

Bag and tag according to customer requirements after items have passed quality control.

Assist in pulling and packing dropship order as necessary.

Regularly take inventory on product and packaging and enter quantities on an excel spreadsheets.

Pay: \$20.00 per hour. Wages paid by check every two weeks.

General Hours: Monday – Friday 9:30 a.m. – 6:00 p.m.

This is a full-time position.

Location: 2 W 46<sup>th</sup> Street / New York / NY / 10036