

Watch & Jewellery Assistant | Part Time

We are looking for proactive Assistant, to join our team on a part time basis over in our Birmingham office.

This key role will provide essential support to specialist jewellery and watch teams. The successful candidate will have a commitment to collaboration with a positive can-do attitude, and of course a fine level of enthusiasm.

What the role entails

- Unpacking and sorting deliveries of watches and jewellery.
- Assisting with ticketing items and the preparation for customer viewing.
- To assist with viewing involving face to face contact with potential buyers and assisting with queries on items.
- Assist on sale day.
- To help with customer collections and the sending out of goods after the sale.

Your personal qualities:

- Ability to multi-task.
- High level of accuracy.
- Trustworthy.
- Smart, presentable appearance.
- Effective organisational skills.
- Good communication skills (by telephone, email and face to face).
- Ability to work on own initiative.
- Ability to work in a team to achieve tight deadlines and a cooperative approach to work.

The experience you would need:

- Jewellery or watch knowledge/experience is an advantage but not essential.

Benefits of joining us include but aren't limited to:

Discretionary Bonus	Paid for Parking Permit
Nest Pension Scheme	Electric Car Scheme
Access to an Employee Discount Platform	Christmas Closure

To apply, please email your CV to Hira Eden Ilyas at Hira@fellows.co.uk.

No agencies.