

FINDING WORK



DIAMONDS FOR YOU

The Company

Diamonds for You has been serving the residents of Vermilion and area for 10 years. Independently owned and operated by Anne McMinis for the past five years, the store retails jewellery and giftware, trophies, metals, Belleek Irish China, Waterford Crystal and a good selection of watches. The store also offers engraving and repair services.

The Work

Diamonds for You currently employs one full time and three part-time staff in the following positions: Engraver and Repairer, and Sales Associates.

The Ideal Candidate

The ideal candidate will have the following attributes:

- Excellent customer service skills
- Honest and reliable
- Self-motivated
- Willing to learn
- Experience in retail jewellery an asset, but will train
- Computer literate
- Mature person preferred

Sales Associate

Responsibilities of this position include the following:

- Sale and display of merchandise
- Accepting payments by Visa, Debit Card and cash
- Reconciliation of cash
- Reviewing, checking and filing of invoices



- Special orders
- Minor repairs to jewelry and watches
- Inventory control and management
- Responsible for opening and closing store
- Should have interest in, and knowledge of jewelry

Engraver/Repairer

Responsibilities of this position include the following:

- Engraving or etching trophies and metals
- Order supplies for engraving
- Measuring and layout for engraving
- Orders repair replacements for watches, rings and necklaces
- Repairs merchandise
- Book-keeping and reconciliation, deposits receipts to bank
- Accounts Payable and Accounts Receivable



Vermilion & District
Chamber of Commerce

Government
of Alberta



Town of Vermilion

Training

Jets Jewellery Educational Training System® is provided to staff. Completion of this comprehensive course of study covers the full range of jewellery products, industry issues and sales techniques. JETS is an intensive program presented in 15 modules and developed by industry specialists. Completion of this comprehensive course of study will award the participant with their CJA-GJ designation. Diamonds for You will rebate the fees when course is successfully completed.

Hours of Work, Pay and Benefits

Hours of work shifts from 9:00 a.m. to 6:30 p.m. The store is typically open between 10:00 a.m. and 6:00 p.m. six days a week.

Salaries are paid commensurate with training and experience. Bonus and Discounts are provided on merchandise, and the company offers perks such as occasional events or concerts. Vacations and vacation pay are awarded in accordance with Labour Standards.

How to Apply

Vacancies are typically advertised in the local papers.

Interested applicants should apply with a résumé, and a list of references to:

Anne E, McMinis
4420 Railway Avenue
Vermilion, AB T9X 1G1

Tel: 780 853-4408
Fax: 780 853-5703

Email: anne.mcminis@mcminis.ca

Please note that a criminal background check will be required of any successful applicant.