

**JOB TITLE:** SALES ASSOCIATE  
**COMPANY:** HAWTHORNE JEWELRY  
**LOCATION:** 2104 CENTRAL AVENUE | KEARNEY, NE 68847



**JOB DESCRIPTION:** We are currently seeking a dynamic & growth-minded individual to join our team as a Sales Associate in a full-time capacity (35-40 hours per week). You will play a key role in delivering an exceptional shopping experience for our customers.

- Promoting a positive & memorable shopping experience for customers
- Directing customers to jewelry/merchandise within the store
- Assisting customer in selecting & purchasing jewelry items while offering product information
- Utilizing resources to find correct solutions to customer questions, including jewelry repair & jewelry design
- Providing outstanding customer service
- Utilizing clienteling efforts as a way of gaining additional customers and remaining relevant to current clients
- Operating a Point-of-Sale system while managing inventory and customer transactions
- Increasing established store goals as well as individual sales goals
- Assisting in repair & customization processes by educating customers
- Gaining additional jewelry & repair education for superior product knowledge
- Working in a team setting; willingness to be collaborative
- Maintaining a professional appearance
- Maintaining an orderly, clean & professional sales floor and store overall

**OTHER REQUIREMENTS:**

- Adhering to all operating & security standards
- Staying up to date on jewelry trends & customer interests
- Ability to manage multiple tasks (multi-tasking) while working efficiently & in a timely manner
- Ability to be thorough in written & verbal communication
- Bachelor's Degree or equivalent work experience in related field
- Ability to lift up to 50 pounds

**PREFERRED SKILLS:**

- 1 – 2 years of work experience as a Sales Associate
- "8 Steps of the Sale" knowledge
- Point of Sales Management System / Computer knowledge
- Jewelry knowledge
- Passion for fine jewelry
- Leadership skills
- Futuristic mindset / growth-minded
- Close attention to detail

**JOB BENEFITS:**

- Competitive pay & commission structure
- Paid vacation & sick leave; flexible time off
- Retirement
- Structured hours
- Discounts on our exquisite jewelry collections

**HOW to APPLY:**

If interested, you are invited visit us in person for an application. You may also submit your resume & cover letter to [info@hawthornejewelry.com](mailto:info@hawthornejewelry.com). Please include "Sales Association Application & Your Name" in the subject line. Hawthorne Jewelry is an equal opportunity employer. We encourage candidates of all backgrounds to apply.

**DEADLINE for APPLICATIONS:** 29 February 2023