

Jewelry Sales Associate Job Description

- Greets and meets customers on arrival at the shop
- Listens attentively to a customer's needs and gives explicit explanation to satisfy such a customer
- Presents the customer with the needed jewelry and provides information, such as pricing; and gives a discount if need be
- Helps customers to wrap and bag their purchases
- Provides pricing information to the cashier alongside the weight of the items purchased
- Helps to facilitate payments after every purchase
- Takes charge of all the inventories in the shop or kiosk by entering them into the computer system
- Helps in the daily display of all items that are available for sale in the shop
- Entertains customers and answers questions respectfully
- Ensures regular increase in sales of jewelry products
- Achieves goals set by the employer
- Introduces sales promotion to customers so as to entice them to make purchases
- Ensures that products are well arranged in orderly manner
- Properly operates a cash register and maintains all financial transaction effectively and efficiently too
- Strictly adheres to company policies
- Helps customers to make the right decisions so they can make the right jewelry purchases
- Explains warranties and guarantees on each piece purchased by a customer
- Ensures all documents relating to the purchase of any jewelry are also bagged with the goods purchased

- Sends appreciation messages to customers and keeps them informed concerning latest arrivals
- Ensures that all pieces of jewelry are returned to their secured places after the day's business
- Ensures the proper display of company signage in order for customers to easily locate the jewelry shop or kiosk.