



At Kesslers Diamonds, our people love what they do, and they love what they can do for our clients. If you are interested in joining our team, we want to hear from you.

We are 100% Employee Owned! Kesslers Diamonds prides itself on having a terrific work environment that revolves around mutual respect, teamwork, and a passion for customer service. This philosophy, coupled with a fun and family-like atmosphere, and a culture that promotes a healthy, fulfilling work/life balance all make Kesslers Diamonds a great place to work. We foster a culture of fun and expect open and honest communication as well as continued personal development. If you love working with people and going the 'extra mile' to help the customer, we want to talk with you!

Kesslers is seeking a full-time Client Service Specialist Goldsmith Shop.

Responsibilities:

- Calling clients with repair estimates
- Billing completed jobs
- Ordering shop supplies
- Maintaining inventory in the shop
- Running daily reports
- Quality checking finished jobs
- Pulling necessary parts for jobs
- Transferring and receiving repairs and inventory
- Answering phone calls from clients and stores

Experience:

- High School Diploma or equivalency
- Collaborative spirit with all team members to achieve goals, curious and continuously seeking ways to improve. Comfortable working independently and within a team.
- Strong oral and written communication skills with the ability to communicate ideas and information effectively with the team, clients, and vendors.
- Strong organizational skills with the ability to shift priorities and deal with changing demands in an effective manner. Superior time-management and detail-oriented.
- Proficient in Microsoft Office Suite programs
- Someone who wants to have *fun* every day!

Build your career with a company that thrives on an outstanding client experience and is continuously training and making a difference in our clients' and employee owners' lives. We offer a **competitive** benefits package and an amazing employee discount. **If you have the drive and passion to succeed, apply with us today!**

Kesslers is an equal opportunity employer committed to achieving excellence and strength through diversity. Please know that while we appreciate every applicant's interest, we can only contact those selected for further consideration.