



Senior Gemologist & Diamond Buyer – Luxury Watch & Jewelry Retailer

Famous Luxury Jewelry & Watch Retailer is seeking an experienced Diamond Buyer who will serve as their Senior Gemologist and Chief Diamond Expert. This person will play a key role in providing the expertise to Appraise Merchandise; Order, Select, Quality Check, and Price Diamonds and Gemstones; provide trade-in and estate buying values; Buy and Manage diamond, gemstone, and estate jewelry inventory.

The Senior Gemologist works closely with the Director of Merchandising and Owner to ensure they always have the appropriate inventory on hand. This person will need to travel and have Contacts and Relationships with Overseas Diamond Factories and Vendors. The Senior Gemologist also works closely with the Store Managers and Sales Staff to increase loose diamond sales and train on diamonds and colored gemstones. The Senior Gemologist is also the primary salesperson for all insurance replacement sales and serves as a back up to general sales.

This position is based in OHIO & NYC and requires the ability to travel Locally & Internationally.

Key Responsibilities:

- **Manage Diamond Inventory:** Effectively manage the loose diamond inventory; working within stock and sales plans, ensuring all stores have adequate diamonds on hand to maximize sales. Manage aged diamond and gemstone inventory with strategies such as marking down the price, stock balancing, liquidating, or mounting. Provide the necessary information on diamond papers to fully describe the stone. Ensure diamond inventory is priced competitively and accurately. Ensure stone certifications have correct labels. Take responsibility for reasonable stock job stone turnaround time.
- **Purchase loose diamonds:** Assist Owner and/or purchase loose diamonds for stock. Must have experience with the international diamond market-Including contacting global agents and traveling to India and more.

- **Competitive Pricing/Shopping:** Stay abreast of the diamond pricing of the competition. Have the competition shopped regularly. Inform Director of Merchandising and Owner when you feel we need to make changes in diamond pricing to stay competitive.
- **Special Order Diamonds/Gemstones:** Assist Sales Associates in obtaining what customers are requesting. Work with the Sales Associate to do what is necessary to get the sale while protecting interests and margins.
- **Appraise:** Examine and evaluate all customer jewelry appraisals, accurately assessing the value and characteristics of jewelry, gemstones, and watches. Provide adequate written descriptions of such. Ensure appraisals are correct before issuing to customers. Actively participate in the gemological industry and keep abreast of industry trends, technology, and current issues.
- **Insurance Replacement:** Work closely with insurance agencies handling all Jewelry Replacement quotes and customer interaction. Handle billing / invoicing and payment for paid claims
- **Estate Department:** Assist in the purchasing of estate jewelry for all locations. Understand and help manage inventory turns, return on investment, etc. for this department. Ensure that sales staff are adequately trained on selling estate jewelry.
- **Security:** Develop and enforce stone checkout and check-in procedures to protect and monitor stone inventory. Weigh diamonds and check against diamond paper when receiving from the **Merchandising Department and salespeople**. Ensure daily and monthly diamond inventory audits are being performed and reconciled.
- **Vendor Relationships:** Seek competitive pricing and terms. Notify Director of Merchandising of vendor price changes on commonly used stock stones. Ensure the quality of merchandise and financial benefits to the company through relationship building with vendors.
- **Employee Relations:** Develop a positive relationship with all store employees, meeting all deadlines so other departments can effectively perform their tasks. Assist sales staff in meeting customer requests and demands.

Requirements:

- Requires GIA Graduate Gemologist degree and maintained certification
 - Must be able to travel between store locations when needed
 - Applicants must be currently authorized to work in the United States on a full-time basis
- Special Consideration Given to Applicants With:
- Five years' experience in a comparable position
 - International Vendor Contacts/Relationships
 - Prior experience managing direct reports

Necessary Skills: Knowledge and behaviors:

- Proven appraisal abilities in new and estate jewelry, stones, and watches.
- Ability to negotiate with vendors and make effective purchasing decisions
- Planning and organization skills
- Attention to detail