



Since 1987, Paris Jewellers remains a Canadian story, grounded and real. From our beginning, we have been family-owned and –operated, and from one generation to the next, have passed down an old-world work ethic, family values and an unwavering commitment to quality. We began as a single store; today we are 28, and remain dedicated to the same goal we had on our first day: to ensure every customer is happy with every purchase.

We are currently looking for **FT Entry Level Administrative Assistant/ Receptionist** to join our **Head Office, Edmonton, AB** team.

Responsibilities:

- Create happy and memorable customer experience
- Cultivate store relationships
- Be a representative and promoter of Paris Jewellers
- Understand the company structure and history
- Demonstrate and encourage Paris Jewellers Core Values
- Participate in and complete all training and development programs
- Participate in and maintain cleanliness
- Maintain a the company standards
- Welcome guests and customers by greeting them, in person and on the telephone; answering or directing inquiries
- Organization and distribution of store sales and promotions
- Provide assistance with shipping and receiving of store and manufacturer shipments.
- Check stock transfers and preparing manifests to and from retail locations with high level of accuracy.
- Pack up shipments to retail locations or manufactures with care and accuracy
- Stock and inventory control
- Work with jewellery/merchandise, including but not limited to, tagging, entering, quality control, and cleaning.
- Mail distribution
- Adhere to all company policies and procedures
- Maintain a high level of accountability
- Ensure operations are completed daily and to standard
- Always act in the best interest of the company
- General office support
- Other duties as required

Qualifications:

- 3+ years experience in a customer focused role is required
- 1+ years experience in a retail environment is preferred
- 1+ years experience in an administrative/office role is preferred
- Jewellery experience is an asset
- Data entry
- Leads by example
- Proficiency in English
- Enthusiastic attitude in person and over the telephone
- Able to adapt to immediate or unforeseen challenges
- Strong work ethic
- Natural ability to develop relationships
- Has a high standard of personal accountability
- Has a drive to succeed
- Interpersonal and communication skills
- Valid class 5 drivers license

What we offer:

- Competitive wages
- Great benefits
- Positive company culture
- Great potential for advancement
- Sales and product knowledge training
- Staff purchases
- You will always be a name and not a number

Apply now to hr@parisjewellers.ca or in-store to invest in your happy future!

****only those qualified applicants will be contacted for an interview**