



We're Hiring!

Senior Sales Associate

Cincinnati Ohio

The Sales Team plays a key role in our company's overall goal of creating modern, handmade everyday and fine jewelry through ethical sourcing, local craftsmanship and meaningful relationships.

We are looking for someone who loves creating great customer experiences, understands the value of remembering people's names, and takes pride in their organization and communication skills, thoughtfulness and attention to detail.

The right candidate will care about handmade products as much as we do, are growth minded and forward thinking. If this sounds like you, and you are excited about being part of a dynamic, woman-owned creative business, then we are looking for you!





About EBJ

Elaine B Jewelry is a brand specializing in creative, modern, jewelry that is minimal, yet detail-driven and made to be lived in. Our collection of delicate everyday jewelry is a fusion of traditional metalsmithing, modern trends, customizable designs and alternative bridal. We specialize in ethically sourcing Montana Sapphires, Salt & Pepper Diamonds, and working with heirloom stones. Our jewelry is made in metro Detroit in our manufacturing studio by an all women team. You can visit our flagship store in Detroit and speak directly with the maker of your jewelry or shop at our second location in Cincinnati, Ohio.

The Position

This position represents an opportunity to execute and follow systems and implement sales strategies and processes for our Cincinnati location. A strong focus on customer relationships, elevating experiences and great communication is a must. Looking for someone who is great at multitasking, loves organizing and is able to analyze inventory data in order to maintain seamless stocking of the store and fulfillment of online sales. Must be a team player who is great at communicating with different types of stakeholders, including our customers, vendors and our sister store in Detroit, as well as understand the importance of maintaining organization and efficiency during increased sales patterns. We are looking for someone who would like to grow within the company.



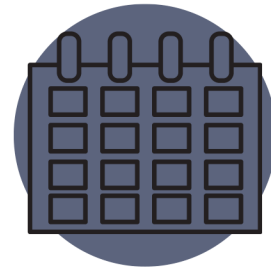
Some things we value:



Passion for customer service and experiences



Strong communication and creative abilities



Thoughtful organization and analytical skills

Roles & Responsibilities

Key Holder Responsibilities:

- Manage store opening and closing procedures.

Store Maintenance:

- Ensure the store remains organized, stocked, and in top-notch condition.
- Present jewelry in an appealing manner to customers.

Inventory Management:

- Maintain a consistent stock of jewelry and other merchandise.
- Merchandise the store to enhance product visibility and appeal.

Customer Service:

- Oversee and fulfill customer orders efficiently.
- Engage with customers to promote and sell jewelry.
- Offer the Forever Linked Bracelets service when required.

Event Coordination:

- Plan, organize, and participate in events and parties to promote the brand.

Communication & Relationship Building:

- Share the brand's narrative with both new and existing customers.
- Foster personal connections with customers to enhance loyalty.
- Keep customers updated and involved in brand activities.
- Cultivate relationships within the Cincinnati community to foster brand presence and community engagement.



Quick Facts

- Team: Sales and Front of House
- Compensation Starting: \$18-22 hourly
- Perks: Quarterly bonuses, Discounts, PTO, Health Insurance, IRA Retirement
- Time Commitment: Full-time (Tues-Fri 10a-6:15p and Sat 10:30a-4:15p)
- Location: Cincinnati Ohio (Oakley Square)
- Start Date: ASAP

Required Experience

- At least 1 year of sales experience
- Bachelor's degree (preferred)
- Ability to use Excel, Microsoft suite, and Google Suite software is a Plus

Helpful Experience

- Knowledge of jewelry
- Monday.com
- Shopify
- Canva
- Website updates and POS



Interested?

We're excited to welcome a new team member!

To Apply

Send your resume & cover letter to
cincy@elainebjewelry.com

Learn more about us at
www.elainebjewelry.com

