



Gem-A

THE GEMMOLOGICAL ASSOCIATION
OF GREAT BRITAIN

Job Vacancy

Company:	Gem-A
Position:	Manager of Gemmological Instruments Ltd. (GI)
Date posted:	07/04/2016
Deadline:	03/05/2016
Salary	Dependent on experience

With over 100 years of experience and expertise, Gem-A is the world's longest-running provider of gem and jewellery education. Our mission is to advance the understanding of gemstones through education, membership and the encouragement of best practice within the industry.

Gem-A also provides quality gemmological equipment for students and the trade at our on-site shop Gemmological Instruments (GI). GI is the division of Gem-A responsible for the procurement and sales of all stones and equipment. We are seeking a manager to oversee the day-to-day running of the shop. This is a fascinating, challenging and multi-faceted role that will put the right candidate at the heart of Gem-A. Do you have what it takes?

Job Requirements will include:

- A holder of our Gemmology Diploma or Diamond Diploma, and preferably a member of Gem-A with a strong belief in, and enthusiasm for, who we are and what we do.
- Solid established career timeline within the retail industry, with proven acumen and ambition. Understanding of the jewellery trade and a working knowledge of the international companies involved in the trade.
- Thorough competence and familiarity with the instruments used in gem testing, particularly the hand instruments used in our courses.
- Full time commitment, with occasional weekends for tradeshow and events where Gem-A is represented. Overseas travel may be required.
- A record that would ensure police clearance. You will run the coloured stones "Take In" service for high-value stones requiring lab certification.
- The ability to appear smart and presentable for the counter sales role while not shying from unloading stock, keeping an organised and clean shop, and packing up parcels for dispatch to a multitude of international clients.

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Registered Charity No. 1109555. A company limited by guarantee and registered in England No. 1945780
Registered office: 3rd Floor, 1-4 Argyll Street, London W1F 7LD



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- Diligence and attention to detail are required in order to supply and source instruments and stone sets for both clients and education.
- Experience and confidence negotiating with suppliers, manufacturers, customs and excise and couriers. Meticulous administrative skills to meet the challenge of the associated paper-trails.
- Brand and image control in order to ensure the upholding and advancement of our strong name and reputation.
- Maintain stock control - juggling seasonal variations in demand with suppliers of niche items.
- Keep up to date with new products and technologies in the field.
- The ability to operate GI independently, and work in a team within the organisation on other projects that will arise.

For any further details or if you would like to send your application (resume and cover letter), please email instruments@gem-a.com.

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