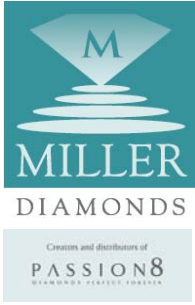


JEWELLERY PRODUCTION MANAGER:



Miller Diamonds - Company information:

Miller Diamonds primary role is specialising in the wholesale distribution of premium quality finely cut natural diamonds and high-end/premium quality diamond Jewellery to Jewellery Retailers across Australia, New Zealand and Surrounds.

With a reputation as market leaders in the Australian Diamond and Jewellery Industry, built upon outstanding customer service, integrity and exceptional product quality and compliance to *best practice principals*, Miller Diamonds is recognised as one of the Industries most distinguished businesses.

THE JOB:

If you are passionate about Diamonds and Jewellery and want to work in a fast moving company as a CRITICAL MEMBER of the JEWELLERY DEPARTMENT, this could be the job for you:

JOB DESCRIPTION/TASKS OVERVIEW:

You will control the entire process working hand in hand with our suppliers, factories, jewellery designers including our experienced team of Jewellers, Setters and Polishers.

The applicant needs to have the ability to accurately Quality Control(QC) all stages of jewellery production from pre-production to pre-delivery stages.

The applicant will have to maintain all jewellery related production, inventory levels, ranges and associated catalogues as well as assessing and analysing costs relating to all aspects of the jewellery production pipeline. You will review and re-negotiate changes on a regular basis.

CHARACTER:

You will be highly organised, methodical and efficient with work flow and schedule of work with excellent time management skills. You will be accountable with a 'positive can do' flexible attitude responding well under pressure whilst dealing with multiple projects and changing priorities.

A professional, well-spoken, motivated, communicative, enthusiastic, friendly, level-headed and personable team player who can work autonomously and who always strives for their personal best to obtain a high standard of customer service with a polite, friendly phone manner.

COMPUTER KNOWLEDGE:

Proficiency with computers and the MS Office Suite (Excel, Word and Outlook) is essential with an aptitude for and experience of using computer based systems accurately and efficiently as well as for data entry.

BACKGROUND/EXPERIENCE:

Our ideal successful candidate will have previous experience and expertise within a Jewellery production and or manufacturing environment with an informed and technical knowledge of jewellery production and manufacturing techniques along with a good understanding of the workshop, production and manufacturing environment. Working with jewellery and or diamonds from within the Jeweller Wholesale or Jewellery Retail industry will greatly benefit your application.

THE BENEFITS:

In return for your dedication and experience, we offer not only an industry competitive salary but also all the benefits and career progression opportunities you would expect from a market leading company. This includes superb learning, development and promotional opportunities that will help you maximise your potential and much more!

This role is extremely dynamic with amazing scope – your pride should be aligned with and in support of the company's passion, drive, intention, vision and goals for expanding the company's manufacturing business. This is a great opportunity to join an inspirational, progressive and growing company.

We employ individuals who bring skills and experience to our company. We value and encourage your individuality and creative pursuits and strive to provide harmonious working conditions.

If you think you are suitable for the above role please apply now for an immediate interview: employment@millerdiamonds.com (with your Resume/CV) or Call GLENN: (02) 9283-4222

PLEASE NOTE: DUE TO A HIGH RESPONSE OF APPLICATIONS, WE ARE ONLY ABLE TO CONTACT SUCCESSFUL CANDIDATES FOR INTERVIEW