



143 East Germann Road, Suite 111  
Gilbert, Arizona 85297  
<http://waltsjewelers.com>  
[careers@waltsjewelers.com](mailto:careers@waltsjewelers.com)  
1(480)899-9199

## Walt's Jewelers and a Rich History of Excellence

Since 1956, Walt's Jewelers has been making our Clients our first priority and providing them excellent customer service.

### Sales Executive

Walt's Jewelers has been in business for 60 years because of our outstanding relationships with our Clients. We are creative problem solvers who serve our Clients to the highest standards of excellence.

#### Job Description

- Part-Time Position.
- Provide all Clients with the Walt's Jewelers experience, the Walt's Jewelers Way.
- Meet and exceed sales targets.
- Develop Clients through walk-in traffic.
- Maintain and grow existing Clients; keep records of milestones and Client's tastes and goals for future purchases.
- Target new/specific jewelry/watch product to existing Clientele.
- Assist team in sales process where needed.
- Assist team in regular minor upkeep of store.
- Regularly utilize all forms of communication to generate sales.

#### Development of Client Base

- Continually update Client base through all available resources.
- Seek out new methods of Client development through social contacts and PR related events.
- Enter and maintain accurate information for Client base data entry in jewelry store software.
- Develop existing Client base and reach new prospects.

#### After Sale Service

- Provide superior after-sale service to all Walt's Jewelers Clients.
- Provide the highest level of Client service through personalized contact in product maintenance.
- Use all available resources to provide creative problem solving solutions.
- Keep management informed of potential product as well as Client issues.
- Follow up.



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### **Your Profile**

- Minimum of 1 year prior jewelry sales experience.
- Strong organizational and interpersonal skills.
- Ability to work as a team player.
- Graduate Gemologist a plus.
- Basic computer literacy.
- Continually self-improving.
- Flexible to retail working hours; Prompt.
- Strong English language skills.
- Spanish, or other foreign languages a plus.

### **Job Location**

Gilbert, Arizona, USA

Walt's Jewelers, 143 East Germann Road, Suite 111, Gilbert, Arizona 85297

### **Contact**

Javier Odom