

Jewellery Sales Advisor & Stock Administrator

About the job

Location: Clifton, Bristol

Hours: Full-time (minimum 4 days per week), including Saturdays

About Grey-Harris & Co Ltd.

Grey-Harris & Co Ltd is one of the principal antique jeweller in the South West of England.

Founded in 1968, we specialise in fine antique jewellery, with a particular emphasis on historical significance, design excellence, and quality. In addition to antique jewellery and silverware, we design and produce our own pieces, maintaining a strong commitment to craftsmanship and attention to detail. We also provide professional restoration and repair services, ensuring the ongoing preservation of valued items.

About the Role

We are seeking a Jewellery Sales Advisor & Stock Administrator to join our small, specialist team in Clifton. This is a multi-faceted role combining customer-facing sales with behind-the-scenes stock and administrative responsibilities.

This position is ideal for someone highly organised, detail-oriented, and passionate about jewellery and customer service.

Main Responsibilities:

Customer Service & Sales

- Greet and assist customers - directing them to appropriate colleagues.
- Provide helpful, informed advice on antique jewellery and silverware.
- Guide clients through the sales process in a professional and approachable way.
- Support the team in meeting sales targets while maintaining high service standards.

Stock & Product Care

- Add and update product details in our stock systems, maintaining accurate records.
- Ensure accurate information on materials, measurements, pricing, and descriptions.

Condition & Quality Control

- Check each item for condition before it's listed or sold.
- Track and manage items needing repair, resizing, or cleaning.
- Coordinate with our workshops and update customers on progress.
- Check and maintain high standards of cleanliness in the showroom and display cabinets.

Skills & Experience:

Required

- Experience in sales and/or high-end retail
- Comfortable working with customers and delivering excellent service
- Confident using computer systems and social media platforms
- Strong attention to detail
- Clear written and verbal communication skills
- Basic knowledge of jewellery (materials, hallmarks, gemstones)

Preferred

- Gem-A qualification (DGA or FGA) or similar
- Experience with antique or fine jewellery
- Background in luxury retail

Personal Qualities

- Reliable and consistent in your work
- Self-motivated and organised
- Friendly and confident in a small team environment
- Genuine passion for jewellery

What We Offer

- Hands-on experience with historic and unique jewellery
- Training in jewellery care and identification
- Opportunities to grow in the role with potential for further study.
- Competitive salary depending on experience

To Apply

- Please email a cover letter and CV to mail@grey-harris.co.uk