

Join Our Team

Full-time Sales Associate Job Description

About [Olufson Designs](#):

Olufson Designs, family-owned since 1999, is the place to shop for high-quality, custom-made jewelry in 14K and 18K gold, and platinum. Our goal is to create a special piece of jewelry that will be treasured forever. We have an extensive selection of diamonds and fine quality gemstones. You can browse our gallery to see some of the unique and beautiful pieces we have designed. We've won multiple design awards and consistently get voted as the top jeweler in our college town, Corvallis.

Our passion lies in fine, natural-colored gems. Our staff has the knowledge and resources to find the perfect gemstone. Because we are an American Gem Society store, continuing education is very important to us. All sales associates have at least one Certified Sales Associate credential. We take pride in our reputation and are always eager to exceed customer expectations to create a lasting positive experience with every customer.

Our large workshop has cutting-edge technology, including CAD/CAM, laser welding, wax milling and growing, platinum casting, and state-of-the-art wax injection. With all these resources, and a highly trained staff, we can do all our design and repair work in-house. Our in-house appraiser can perform appraisals on customer pieces and new purchases. Olufson Designs operates from a single storefront and is part of a family-owned group of jewelry brands. Designer brands [TOBY POMEROY](#) and [Studio 311](#) are also part of the Olufson family of businesses.

Job Description:

This is a small-business environment, and all employees must be adaptable to wearing many hats. The role is sales-focused, centered on delivering exceptional service, product knowledge, and professionalism consistent with the standards of a [Jewelry Sales Professional](#), as defined by Jewelers of America. Our goal is to ensure every customer leaves educated, confident, and genuinely happy, ready to give Olufson Designs a 5-star review and return for future jewelry needs.

Primary responsibilities are sales-driven and outlined below, with opportunities for additional responsibilities as skills and interests align with the needs of the business.

Primary Responsibilities:

- Jewelry sales and relationship building
- Merchandise setup, take down, and showcase presentation
- Repair and appraisal intake
- Jewelry inspection and cleaning
- Maintaining a clean and welcoming showroom
- Placing special orders and providing customer follow-through

- Inventory assistance
- Ongoing education

Skills & Qualifications:

- Organized, adaptable, and detail-oriented
- Strong communication skills
- Computer proficiency
- Jewelry or luxury sales experience is a plus
- Gemology education is a plus or a willingness to pursue
- Interest in marketing is a plus

Requirements:

- Adherence to strong ethical values
- Work Wednesday-Saturday, special events, extra holiday hours
- Ability to multitask with attention to detail
- Self-motivated
- Positive attitude
- Ability to connect with customers and create lasting positive experiences
- Excellent customer follow-through
- Able to pass background and credit checks

Employment package:

- Wage dependent on experience
- Paid accrued time off
- Employee discount
- Health benefits available for full-time employment

Secondary / Growth Opportunities:

- Event planning and promotions
- Shopify and website updates
- Newsletter creation and marketing support
- Social media and photography
- Project management support

Apply:

Send resume and cover letter to info@olufsondesigns.com