COLOR STONE BUYER - PURCHASING MANAGER - JEWELRY INDUSTRY

We require an experienced Color Stone Buyer to join our dynamic team. You will be responsible for purchasing Color Gemstones for our jewelry production and working with our suppliers and factories for making sure quality, consistency and prices are maintained.

Your Responsibilities include:

- Purchasing of all Precious and Semi-Precious Color Stones for company’s Jewelry manufacturing
- Identifying Suppliers and working with multiple Vendors to find the right mix of quality, consistency and pricing of Color Stones
- Negotiating with Suppliers for optimal prices and selection
- Assortment, Rejection and Selection of all Precious and Semi-Precious Color Stones
- Matching and Bagging of Color Stones required for all Jewelry manufacturing
- Maintaining proper and accurate Inventory of Color Stones
- Coordinating with Accounts Dept. for Color Stone Suppliers Invoices and Accounts related queries
- Reviewing Color Stones Finished Jewelry inventory and placing orders with factories as required
- Reviewing Color Stones Jewelry Samples to put into the line and into production
- Developing ideas for new Color Stone Jewelry Samples and working with factories to turn those ideas into production
- Reviewing Color Stones Jewelry Style Costing from factories
- Working with Customers and Sales Reps for any Color Stones or Color Stone Jewelry related queries
- Product Development of New Styles of Color Stone Jewelry
- Review and Follow up with Overseas Factories with Product Development of New Color Stone Jewelry Styles
- Attending Trade Shows if required
Skills Requirement:

Education: Minimum of Associate or Bachelors Degree

Experience: Minimum of 7+ years of previous experience as a Color Stone Buyer and Assorter in the Jewelry Industry

Computer Skills:

Ability to use Microsoft Office Applications (Word, Excel, Outlook)
Professional Email communications skills using MS Outlook

Other Skills:

Ability to work in a professional manner, self-motivated and goal oriented
Honest and hardworking and detail oriented
Polished and polite in interacting with suppliers, factories, customers, sales representatives and other associates
Communicate effectively both orally and in writing with good email corresponding skills
Strong interpersonal and communications skills
Detail oriented with excellent organization, management and follow-up skills
Must be able to handle multiple tasks
Must possess a great work ethic and have a desire to succeed!

Benefits Include:

Competitive Salary commensurate with experience
Medical Health Insurance
Retirement Plan
Paid Vacation
Sick Leave

Please submit a Cover Letter, Resume and References along with Salary requirements.