ASHI Diamonds LLC, a leading Bridal and Fashion jewelry company, located in Midtown Manhattan, New York, has an opening for Production Clerk.

**Job Description:**
The Production clerk will be responsible for – Measurement of styles and entering into the system, Working with the production dept and help the manager in processing the purchase orders and other general clerk duties.

**Required skills:**

Candidate with experience in jewelry Industry preferred.
An Associate Degree or High School Diploma, Strong Analytical Skill.
Must be proficient in computer applications or other automated systems such as spreadsheets, Microsoft Office applications, and email and/or database software necessary to perform work assignments.
High level of attention to detail and accuracy, Planning and organization skills & must be able to multi-task and adjust to new situations quickly.

**Salary** - Best in the Industry, 2 Weeks paid vacation Plus 1 Week Paid sick leaves