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# Example of Jeweler Job Description

Our innovative and growing company is hiring for a jeweler. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for jeweler

* Train to perform various technical repairs of gold and silver jewelry, including but not limited to sizing, re-shanking, soldering, prong and channel repair, polishing, refinishing and stone setting/tightening in various setting styles and gemstone shapes/cuts...including quality control acceptance thereof
* Stone Tightening
* Organization - Maintain assigned orders in an organized fashion ensuring that due dates are adhered to
* Provide assistance as needed throughout the center
* Contribute to the safe and efficient operation of the workshop
* Responsible for the detailed soldering of precious metal products
* Physically fabricate High Jewelry products according to the project delivery timelines
* Primary responsibilities include identification of fabrication steps to achieve High Jewelry aesthetic and integrity to create unique and statement pieces with diamonds and precious gemstones
* Expert level knowledge and skills of jewelry making, from concept to creation of complex jewelry, including diamonds and precious stones
* Ability to create wax and precious metal models from sketches or renderings and experience utilizing and interpreting CAD programs

## Qualifications for jeweler

* Ability to communicate effectively, get along with coworkers and management, and deals with others effectively and professionally under pressure
* Jewelry Manufacturing Arts (JMA), Graduate Jeweler (GJ) or Graduate Jeweler Gemologist (GJG) diploma preferred
* Minimum of three years related practical jewelry industry experience is required
* Work is performed in a designated professional manufacturing classroom workstation and environment
* Demonstrated proficiency and skill in the areas of sizing, chain repair, prong and stone setting repairs, all types of tone setting, and polishing or other finishing techniques
* Must be able to complete app