



INTERNATIONAL  
DIAMOND CENTER

**OFFICE COORDINATOR**

Job Description

**Primary responsibilities:**

- Balance the daily business for the store including cash and check deposits and reports verifying amounts.
- Maintain daily logs in Excel
- Process incoming and outgoing inventory
- Inventory reconciliation
- Weekly, Bi-Weekly, Monthly Reporting and Monthly close out
- Vendor Returns
- Vendor Repairs
- Supply Ordering
- Quality Control all Special Orders from vendors
- Enter Receivables and Payables on Special Orders and Vendor invoices
- Assist with jewelers supply order
- Assist with answering the phones at the store.
- Maintain various transaction logs daily including buy and trade logs.
- Entering Police Reports
- Provide other related duties as assigned or requested.
- Special projects assigned as needed.

**Qualifications:**

- Strong attention to detail required
- Strong communication skills required
- Strong computer skills required
- Strong follow up skills required
- Strong problem-solving and interpersonal skills required
- Ability to multi-task
- Positive attitude
- Self-starter with strong time management skills required
- Excel, MS Word and Outlook

**Our Company:**

International Diamond Center, with headquarters in Clearwater, FL, was established in 1981 as a jewelry wholesaler. Today, IDC offers the public direct access to the same selection, prices and quality once available to jewelry store owners. Our goal at IDC is to offer our customers greater value, better selection and superior customer service. We provide a risk-free shopping experience that is backed by the best warranties and guarantees in the industry. International Diamond Center is the ultimate source for the finest diamond jewelry and is proud to be an exclusive partner to some of the most renowned brands in the world, including Forevermark, Tacori and Verragio.

**The Ideal Candidate:**

We are looking for vibrant individuals with passion and drive to join our team. Our employees are responsible for providing customers with a friendly, laid back atmosphere while educating and guiding them through our vast selection of inventory so that they feel confident about their purchase. Candidates should be goal oriented with the ability to multi-task in a fast-paced team environment. Compensation for this position is based on skill set, experience and certifications. Prior experience in the jewelry industry is not required, but we strongly prefer candidates with prior experience in the retail industry.

**Benefits:**

- 401K to full-time employees
- Paid holidays and vacation
- Ongoing training and certifications
- Sales based spiffs in addition to compensation

**The Location:**

As the official Jeweler of the Florida Gators, International Diamond Center is excited to announce the opening of our 9th store location in Gainesville, Florida, in the new Celebration Pointe Development. Just a few miles down the road from the University of Florida, Celebration Pointe is North Central Florida's premier destination to live, shop, work and play.