

WE ARE HIRING!

- 🔍 *Marketing Lead*
- 🔍 *Sales Manager*
- 🔍 *General Manager*
- 🔍 *Sales Associate
(Luxury Jewelry Specialist)*
- 🔍 *Bench Jeweler / Diamond Setter &
Repairs Specialist*

Send your resume to us:

info@eternajewels.com

with the subject line "[POSITION] applicant-Surname"



Marketing Lead

At **ETERNA**, we believe every story deserves to be told beautifully. The Marketing Lead will be the creative voice and strategic mind behind ETERNA's digital platforms.

This role blends marketing strategy, content production, and community management to build a consistent, elevated brand presence across channels.

Key Responsibilities

- Lead and manage all digital platforms, ensuring alignment with ETERNA's visual and storytelling identity.
- Create, edit, and publish high-quality content (photo, video, reels, stories) that reflects ETERNA's luxury aesthetic.
- Plan and coordinate digital marketing campaigns and seasonal launches.
- Possess a strong understanding of paid media platforms such as Google Ads, Meta Ads, and other digital performance tools.
- Engage with the online community, fostering loyalty and meaningful connections.
- Track and analyze performance across digital channels, providing actionable insights for growth and engagement.



Marketing Lead Requirements

- **3+ years** of experience in marketing, content creation or digital communication — preferably in luxury, fashion, or jewelry.
- Solid understanding of digital advertising and analytics tools (Google Ads, Meta Business Suite, Google Analytics, etc.).
- Skilled in photo and video editing tools (Canva, CapCut, Adobe Creative Suite, etc.).
- Excellent storytelling, communication, and organizational skills.
- **Main language:** English (Spanish is a plus).
- Passion for aesthetics, brand storytelling, and creating meaningful connections through content.

Interested applicants
can **send us an email to:**

info@eternajewels.com

with the subject line "[POSITION] applicant-Surname"



Sales Manager

The Sales Manager plays a key role in **ETERNA's** in-store success through leadership, motivation, and a refined approach to client engagement. This role bridges sales strategy and team performance, ensuring every interaction reflects the brand's sophistication, warmth, and excellence.

Key Responsibilities

- Lead and support the daily sales floor, maintaining ETERNA's standards of service and presentation.
- Train, coach, and motivate the sales team to meet and exceed goals.
- Collaborate with the Store Manager to implement strategies that drive performance and elevate the client experience.
- Oversee the organization and presentation of merchandise on the sales floor.
- Contribute to in-store activations and events that enhance brand presence.



Sales Manager Requirements

- 2–5 years of experience in luxury retail or fine jewelry, with prior supervisory experience.
- Proven record of achieving sales targets.
- Strong leadership, communication, and interpersonal skills.
- Team-oriented, proactive, and detail-driven.
- English required; Spanish a plus.

Interested applicants
can **send us an email to:**

info@eternajewels.com

with the subject line “[POSITION] applicant-Surname”



General Manager

The General Manager oversees all aspects of **ETERNA's** store operations, from sales and client experience to team leadership and operational excellence. This role ensures the brand's identity and values are consistently reflected in every detail.

Key Responsibilities

- Manage daily operations, team performance, inventory, and store presentation.
- Lead and inspire the team to provide exceptional service and achieve sales goals.
- Develop strategies to increase revenue and client retention.
- Maintain operational efficiency and visual standards in line with **ETERNA's** luxury image.
- Collaborate with headquarters on events, activations, and seasonal campaigns.



General Manager Requirements

- **4+ years** of experience in luxury retail or fine jewelry, including leadership roles.
- Strong knowledge of store operations, clienteling, and merchandising.
- Excellent communication, organization, and leadership skills.
- Professional presence and results-oriented mindset.
- English required; Spanish a plus.

Interested applicants
can **send us an email to:**

info@eternajewels.com

with the subject line "[POSITION] applicant-Surname"



Sales Associate (Luxury Jewelry Specialist)

As a Sales Associate at **ETERNA**, you will embody the brand's elegance and dedication to craftsmanship. You'll connect with clients through storytelling, product knowledge, and personalized service to create memorable experiences in-store.

Key Responsibilities

- Deliver personalized service and share the story behind each piece.
- Maintain visual standards and ensure the store reflects **ETERNA's** luxury aesthetic.
- Support team goals and daily operations, including product organization and client follow-up.
- Build lasting relationships with clients through exceptional service and attention to detail.



Sales Associate Requirements

- **1–2 years** of experience in luxury retail or fine jewelry.
- Excellent communication and interpersonal skills.
- Passion for craftsmanship, design, and storytelling.
- Professional appearance and flexibility for weekends and events.
- **English required**; Spanish a plus.

Interested applicants
can **send us an email to:**

info@eternajewels.com

with the subject line "[POSITION] applicant-Surname"



Bench Jeweler / Diamond Setter & Repairs Specialist

The Bench Jeweler is responsible for bringing **ETERNA's** creations to life with precision, artistry, and craftsmanship.

This expert will work on diamond setting, fine jewelry assembly, and professional repairs, maintaining the brand's highest standards of quality and excellence.

Key Responsibilities

- Set diamonds and gemstones with precision and consistency.
- Perform fine jewelry work such as soldering, polishing, resizing, and finishing.
- Execute high-end repairs and adjustments for client pieces and in-store collections.
- Inspect and ensure the alignment, brilliance, and integrity of each piece.
- Maintain organization and proper care of tools and workspace.



Bench Jeweler Requirements

- **5+ years** of experience as a Bench Jeweler or Diamond Setter, ideally in luxury or fine jewelry.
- Mastery of pavé, prong, bezel, and micro-setting techniques.
- Expertise in working with gold (14K/18K) and platinum, including repair and restoration.
- Exceptional craftsmanship, precision, and attention to detail.
- **Bilingual preferred.**

Interested applicants
can **send us an email to:**

info@eternajewels.com

with the subject line "[POSITION] applicant-Surname"