



STEPHANIE GOTTLIEB

BRIDAL ADMIN at [Stephanie Gottlieb](#)

New York, NY, USA

Who we are:

Stephanie Gottlieb Fine Jewelry is a luxury jewelry, direct to consumer brand, inspired by the lifestyle of jewelry designer, curator and stylist, Stephanie Gottlieb. Stephanie established her Fine Jewelry Collection and Bridal Concierge service in 2013 to fill the void in the Bridal category, and to make the diamond education and purchasing process a more accessible and seamless experience. Since then, with the pervasiveness of social media, we have grown into a digitally-minded company, offering a full range of accessories from entry price point fashion jewelry to bespoke bridal offerings. We distribute online and from our New York City showroom.

Our aim is to bring transparency and education to the historically opaque diamond industry and have a lot of fun doing it! Our customers are primarily young women making their first important jewelry purchase or exploring bridal jewelry for their future engagement ring. They grow with us from the bridal moment, through motherhood, and into more important pieces later in their lives.

Having the right people is the key to our success and growth. We look for talented, goal-oriented professionals, who are creative and entrepreneurial, thrive in a flexible and changing work environment and can adapt to anything.

Roles & Responsibilities:

You will be a member of our Bridal Team, which specializes in high-touch Bridal Concierge services. You will support the Bridal and Design Consultants through administrative and logistical responsibilities. We are seeking a Bridal Admin who is extremely organized and collaborative. **This role is required to be in our Manhattan office five (5) days a week.**

Functions include, but are not limited to:

- Welcome and direct visitors for appointments and meetings
- Create daily visitor list for building access
- Manage the incoming and outgoing of diamonds and gemstones to and from vendors

- Prepare appraisals for Bridal clients
- Keep track of order deadlines and reach out to vendors to follow up on pending orders
- Manage Bridal shipping logistics, including, fulfilling bridal orders, creating shipping labels and managing delivery status and outgoing packages
- Support team in Bridal loan paperwork
- Annotate and upload Bridal invoices
- Facilitate ordering, unpacking, organizing, and stocking of all office supplies and snacks

You Are:

- A graduate of a 4-year college program
- A top performer with interest in the jewelry industry
- Extremely responsible and have experience handling high-value items
- Exceptionally organized and detailed oriented
- A self-starter who can learn processes quickly
- A technology savvy person who can learn systems
- Most comfortable in a fast-paced environment; self-starter, doer personality who will take initiative from day one

Why Stephanie Gottlieb:

- We have a passionate team that loves what they do
- You will be an integral part of the leading brand disrupting the diamond industry
- Competitive salary and benefits

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

Please submit a Cover Letter and Resume to careers@stephaniegottlieb.com