



STEPHANIE GOTTLIEB

Executive Assistant at [Stephanie Gottlieb](#)

Salaried, Full-time
\$58,500-\$65,000

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:

This role serves as the point of contact among executives, employees, clients and other external partners. This role is required to be in the office 5 days a week.

Functions will include, but are not limited to:

- Manage Chief Executives' calendars and set up meetings
- Support Chief Executives' with preparation for meetings
- Ensure clients are well-received on arrival

- Fulfill receptionist duties including answering phone calls and recording messages on behalf of executive team
- Act as an office manager by keeping up with office supply inventory, organization, snacks, etc.
- Manage travel and accommodation arrangements
- Take minutes during meetings as requested
- Organize and maintain the office filing system

Requirements:

- A professional with 1+ years experience supporting Executives
- Received a Bachelor's Degree
- Highly motivated, self-starter with excellent time management and prioritization skills
- Have strong communication and writing skills
- Detail oriented and organized
- Able to wear many hats and open to take on new tasks
- Passionate about excelling in a hands-on, fast paced environment

Why Stephanie Gottlieb:

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