



C.D. BARCADOS CO. LTD.

PRECIOUS STONES

**OFFICE POSITION:** Administrative Support & Jewellery/Gemstone Processing

Full time position (Mon to Fri, 10am-6pm) at C.D. Barcados Co Ltd/Paragon Fine Jewellery Ltd, established coloured gemstone & jewellery wholesale businesses, in downtown Toronto near the Eaton Centre.

**Responsibilities:**

- Invoice entry using Sage 50/Simply Accounting
- Shipping & Receiving
- Process new gemstone and jewellery inventory using customized software and Excel
- Website support using Shopify including product photography using Alo Photo Scan software
- Running local errands

**Skills:**

- Excellent computer skills in a Windows environment, with proficiency in Excel & Word
- Working knowledge of Sage50/Simply Accounting and Photoshop are a plus but not required
- Jewellery industry experience is an asset
- Willingness to learn
- Comfortable working in small office, team environment

Please email resume with covering letter to [job.posting.office@gmail.com](mailto:job.posting.office@gmail.com)

We would like to thank all applicants for their interest, however, only those under consideration will be contacted.

