

Diamond Setter / Micro Diamond Setter

Competitive salary

About Queensmith

Queensmith offers a uniquely immersive jewellery buying experience, inviting clients into our part-showroom, part-workshop headquarters, where they'll come face to face with our gemmology experts, designers, and goldsmiths. We're breaking down the barriers that make jewellery-buying complex and intimidating. We're making bespoke - simple.

Since launching in 2016, we have twice won UK Bridal Jeweller of the Year at the UK Jewellery Awards, helped tens of thousands of couples partner up with our bespoke engagement and wedding rings and maintained a hard-earned 5 star rating on Trustpilot from our loyal customers.

Our mission is to democratise diamond jewellery by offering a modern and transparent approach to the jewellery buying process.

Purpose of the Role

The Diamond Setter's role is integral to the production of our engagement rings, wedding rings and fine jewellery, and the right candidate will show meticulous attention to detail when carrying out their work. As well as a number of manufacturing tasks, including micro-setting, side stone and central stone setting. Working alongside a talented team of specialist setters & goldsmiths and an eagle-eyed Production team, our standards are high - and we expect you to constantly strive for the very best.

You'll be joining a proud team of top-talent - celebrate your hard work with team outings and bonus schemes. Got something exceptional to show us? We can't wait to see what you can do.

Primary Duties & Responsibilities

The following duties are not shown in order of priority or frequency and it is not an exhaustive list. As an SME business, you will be required to assist and support the organisation in multiple areas, but the primary duties and responsibilities of the Diamond Setter are listed below:

- Diamond and gemstone setting, including micro-setting, side stone and central stone setting, using a variety of techniques as required per design
- Maintain the highest quality in terms of setting, preparing and finishing, adhering to our high-quality standards
- Accurately reporting setting throughput, time allocations, melee usage and lemel recovery management
- Assist in the equipment and tool procurement and purchasing of setting consumable and ancillary workshop tools
- Responsible for both the maintenance and cleaning of both micro-setting equipment and workshop tools
- Responsible for keeping the setting department and workshop spaces clean, safe and tidy while adhering to relevant workplace safety standards
- Clearly communicate with the Production team should any queries arise during tasks

- Manage time effectively, to complete jobs on team to high standards
- Ensure the valuable items you work with are secure at all times
- Support with retail operations when required
- Liaising with our security officer regarding security if required. Follow the company's security and product handling procedures at all times.
- Follow company policies as laid out in the Staff Handbook and Health and Safety Policies at all times (e.g lateness/sickness etc)

Ideal Candidate

- Minimum 2 years setting experience in the fine jewellery sector
- Accurate and clear thinking with good attention to detail
- Able to manage own workload and multi-task
- Trustworthy and responsible
- Sense of ownership and pride in your performance and its impact on a company's success
- Critical thinker and problem-solving skills
- Team player
- Good time-management skills
- Great interpersonal and communication skills


Job Type: Full-time (40 hours Monday to Friday)


Location: 98 Hatton Garden EC1N


Salary: Competitive, depending on experience


Holiday: 25 days (plus bank holidays)


What we can offer you


 **Incredible work** - be part of a mission-driven business that is transforming the diamond jewellery buying experience and disrupting the status-quo.

 **Discretionary bonus** - we offer annual performance-based bonuses based on above-and-beyond contributions to the business.

 **Central London office** - you'll work out of our beautiful Queensmith showroom and HQ in Hatton Garden with flexible working options.

 **Regular socials** - We take our team out for drinks and food, on the house of course!

 **25 days holiday** - All of our team members get 25 days paid holiday + bank holidays, and we make sure you take them.

 **Family & friends discount** - Enjoy discounts for close friends, family and yourself on all of our products.