

Job Order Print Page

Alaska Job Order Print Document

Job Order: **681154**

Print Date: **2/14/2025 9:36:29 AM**

Office: **Juneau Job Center**

LWDB: **Southeast Economic Region**

Employer Information:

Employer Name: **Signature Diamond Gallery LLC d/b/a Milano Diamond Gallery**

How to Apply: **Provide an AlaskaJobs Resumé Online or uploaded Resumé (recommended)**

Company Website: **<https://shopmilano.com/pages/career-opportunities>**

Application Comments: **How to Apply:**

Please review this job order to ensure you meet the minimum job requirements. For more information contact your nearest Alaska Job Center, including Juneau Job Center, 10002 Glacier Highway, Suite 100, Juneau, AK 99801. Mailing address: PO Box 115514, Juneau, AK 99811-5514. Phone: 907-465-4562. Email: juneau.jobcenter@alaska.gov Reference job order #681154.

Location:

Main Address:

**Juneau Store
469 S Franklin Street
Juneau, AK 99801**

Mailing Address:

**16 W 46th Street
8th Floor
New York, NY 10036**

Contact:

Contact: **Rahul Kheskwani**

Phone: **(646) 790-5689 x**

Fax:

Title: **Chief Operating Officer**

Email: **rahul@diamonduniverse.com**

Job Details:

Occupational Code: **41203100 Retail Salespersons**

Job Title: **Sales Associate**

Industry Code: **458310 - Jewelry Retailers**

Number of Positions: **5**

Referrals: **9999**

Earliest Date to Display: **02/15/2025**

Last Date Job Order Will Display:
04/25/2025

Job Order Followup: **03/17/2025**

Job Type: **Regular**

Job Time Type: **Full Time (30 Hours or More)**

Duration: **4 - 150 Days**

Special Job Category:

Job Duties and Skills:**Description: Job Information:**

Five (5) Sales Associates needed for temporary, full-time employment at our location at 469 S Franklin Street, Juneau, AK 99801. Workers are needed to begin work on May 15, 2025, and work until September 30, 2025.

Job Duties:

Prepare store, inventory, and equipment for workday. Open and close the store. Assist customers with sales inquiries. Utilize product knowledge and sales methods to successfully close deals. Maintain inventory by ensuring that the quantity of goods matches store records, that inventory is stored in a proper manner to avoid damage, and that jewelry is cleaned on a frequent basis. Job is 40 hours/week with overtime available up to 20 hours/week depending on ship schedules. Will require alternate work days and shifts. Up to six days/week and shifts will vary from 6am to 11pm.

Wage Offer and Availability of Overtime Pay:

Workers will be paid an hourly wage. The hourly wage is at least \$18.47 per hour for a minimum of 40 hours/week. Overtime will be paid at least \$27.71 per hour. Overtime hours will vary and may be up to 20 hours/week depending on ship schedules.

Availability of On-the-Job Training:

Sales Associates will be trained for two weeks on store operation procedures, brand training, and standard training required to fulfill their role.

Single Workweek for Pay:

The employer will use a single workweek as its standard for computing wages due.

Frequency of Pay:

Workers will be paid bi-weekly on every other Friday by direct deposit or check.

Provision of Lodging:

Free housing will be provided by the employer, but is optional. If the employees choose employer-provided housing, it is free of charge, so there are no associated deductions from pay for the employer-provided housing.

Deductions from Worker's Paycheck:

The employer will make all deductions from the worker's paycheck required by law.

Inbound/Outbound Transportation and Subsistence:

If the workers complete 50% of the work contract period, the employer will arrange and pay directly for transportation and subsistence from the place of recruitment to the place of work. Upon completion of the work contract or where the worker is dismissed earlier, the employer will pay for the worker's reasonable costs of return transportation and subsistence back home or to the place the worker originally departed to work, except where the worker will not return to subsequent employment with another employer or where the employer has appropriately reported a worker's voluntary abandonment of employment. The amount of transportation payment or reimbursement will be equal to the most economical and reasonable common carrier for the distance involved. Daily subsistence will be provided at a rate of at least \$15.88/day during travel to a maximum of \$59.00/day with receipts.

Daily Transportation:

Free daily transportation to and from the worksite will be provided by the employer.

First Work Week Reimbursement:

Workers will be reimbursed in the first workweek for all visa, visa processing, border crossing and other related fees, including those mandated by the government (except passport fees).

Provision of Tools, Supplies and Equipment:

The employer will provide workers at no charge all tools, supplies and equipment required to perform the job.

3/4th Guarantee:

The employer guarantees to offer to work for hours equal to at least three-fourths of the workdays in each 12-week period of the total employment period.

Special Software/Hardware Skills Needed: **No**

Special Skills: **Must have (a) six months of experience as a sales associate, salesperson or similar occupation at a store catering to cruise ship passengers and/or tourists, (b) an understanding of jewelry and (c) a knowledge of cruise marketing.**

Job Requirements:

Minimum Age:

Test Done By: **No test required**

Required Tests: **NA**

Hiring Requirements:

Hiring Requirements Other:

Education Level: **No Minimum Education Requirement**

Months of Experience: **6**

Requires a Drivers License: **No**

Near Public Transportation: **Yes**

Drivers License Certification:

Drivers License Endorsements:

Compensation and Hours:

Minimum Salary: **18.47 Hour**

Maximum Salary: **18.47 Hour**

Pay Comments: **Will discuss with applicant**

Supplemental Compensation: **Yes**

Hours per Week: **Hours Vary**

Actual Hours:

Shift: **Rotating**

Benefits:

Other Benefits: - **Free housing will be provided by the employer, but is optional. If the employees choose employer-provided housing, it is free of charge, so there are no associated deductions from pay for the employer-provided housing. - If the workers complete 50% of the work contract period, the employer will arrange and pay directly for transportation and subsistence from the place of recruitment to the place of work. Upon completion of the work contract or where the worker is dismissed earlier, the employer will pay for the worker's reasonable costs of return transportation and subsistence back home or to the place the worker originally departed to work, except where the worker will not return to subsequent employment with another employer or where the employer has appropriately reported a worker's voluntary abandonment of employment. Daily subsistence will be provided at a rate of at least \$15.88/day during travel to a maximum of \$59.00/day with receipts. - Free daily transportation to and from the worksite will be provided by the employer. - Workers will be reimbursed in the first workweek for all visa, visa processing, border crossing and other related fees.**

Job Order Information to be Displayed Online:

Job Order Information Online: **Company Name is displayed, One-stop staff does not screen applicants**

Job Application Information Needed:

Req Section

- ☒ Contact Information
- ☒ Employment History ☐ Allow individuals that have never had a job to apply (eg. College graduates)
- ☒ Education History
- ☐ Certifications
- ☐ Desired Job Type

Other Information:

Green Job: **No**

Subsidized by ARRA (Stimulus): **No**

Featured Job: **No**

In an Enterprise Zone: **No**

Federal Contractor: **No**

Court Ordered Affirmative Action: **No**

Job Order is for Veterans Only: **None Selected**

Staff Information:

Category: **Regular (Non Domestic)**

Job Developer Mandatory Listing: **None of the items listed**

Status: **Placed On Hold**

Employer Status:

Reason: **NA**

Future Release From Hold: