



**Dear All,**

Shivraj Laxmichand Jain Jewellers is a trusted name in the jewellery retail sector with a legacy of quality and customer service. The company is now inviting applications for Sales Assistants to support front-end sales operations and enhance customer experience at its Somajiguda showroom.

**Role:** Sales Assistant

**Verticals:** - Business Development

**Vacancy:** 2 positions

**Job Location:** Somajiguda, Hyderabad

**CTC:** ₹15,000 – ₹20,000 per month

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**Eligibility:**

- Freshers or candidates with 2–3 years of experience in jewellery or retail sales
- Minimum qualification: Intermediate or any graduate (preferred)
- Good communication and interpersonal skills
- Basic knowledge of jewellery products is an advantage

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**Job Description:** Shivraj Laxmichand Jain Jewellers is looking for dedicated Sales Assistants to support day-to-day operations under the guidance of senior staff. The role involves handling jewellery items, maintaining counters, assisting customers, and supporting the sales team in achieving showroom goals.

**Responsibilities:**

- Greet and attend to customers under the guidance of senior sales staff
- Show jewellery pieces to customers as requested
- Assist with packing, tagging, and presenting items during and after sales
- Maintain clean, organized, and well-stocked display counters
- Support Sales Executives with billing, item handovers, and documentation
- Refill stock and coordinate inventory needs with the back office
- Help maintain customer records and assist with follow-ups if needed
- Gain basic product knowledge to support customer queries
- Assist during festive seasons, promotional offers, and showroom events