

WHO ARE WE?

A High Jewelry Maison with a strong heritage who promotes exceptional know-how in an enchanting and creative environment! Our Maison is looking for talented individuals who contribute to developing and transmitting their expertise with care and no compromise. At Van Cleef & Arpels you will be surrounded by passionate experts and will contribute to many new projects which allows our Maison to regularly reinvent itself.

Do you match this profile?

- Do you have experience assist in stock management
- Do you have experience assist in sales service
- Do you have the experience offering the best client service in every respect
- Do you have the experience provide support in other daily administrative duties in the boutique as required

What do we expect from you?

The **Boutique Coordinator** will be assisting the boutique in daily admin and operation.

More than a job... it's an experience!

By joining the Maison, you are joining a team in which professional development is one of our main focuses.

The recruitment process:

1. *Apply online*
2. *If your profile matches our search, you will be contacted by our HR team for an interview. Otherwise, you will receive an email to inform you that your application has not been successful.*
3. *You will meet with the hiring manager and HR Business Partner.*

#BloomWithVca