

Jewelry Fulfillment & Showroom Team Member

Hyo Silver – Bandera, TX

Starting Pay: \$15 – \$18 per hour (based on experience & aptitude)

Full-Time | In-Person

Join our creative team at Hyo Silver, crafting and shipping stunning Western-style jewelry in the heart of the Cowboy Capital!

Key Responsibilities:

- Prepare and pack outgoing shipments; sort and process incoming inventory
- Clean, polish, treat and perform quality checks on jewelry pieces
- Manage inventory with accurate documentation and data entry
- Handle customer inquiries via email & phone with excellent service
- Perform detailed, intricate handwork on jewelry (training provided)
- Assist in showroom sales (occasional Saturdays required)

Requirements:

- Able to stand/walk for extended periods ("on your feet" role)
- Strong attention to detail and accuracy essential
- Positive attitude, honest, reliable, friendly and organized
- Great communication & interpersonal skills for team environment
- Basic computer skills (Outlook, POS, QuickBase, UPS systems)
- English proficiency required

What We Offer:

- Competitive starting pay: \$15–\$18/hr (with opportunity for raises & bonuses in first year)
- Employee discount on beautiful jewelry
- Medical Reimbursement Plan (after 90 days)
- Paid holidays
- SEP IRA contributions
- Vacation & sick time (after 1 year)
- Overtime available (especially during Christmas season)

Schedule: Mostly Monday–Friday day shifts (8 hours); occasional Saturday showroom coverage; overtime during peak seasons.

If you're detail-oriented, enjoy hands-on work, and thrive in a friendly team setting, we'd love to meet you!

Apply: Email resume & brief note to hire@hyosilver.com.

Visit hyosilver.com for more about us!