

Sales & Customer Assistance Associate Liberty Coin & Gold / Cimarron Precious Metals

Norman, Oklahoma

About Us Liberty Coin & Gold is a locally owned precious metals and rare coin dealer located at 1001 N University Blvd in Norman. We buy and sell gold, silver, platinum, and rare coins, operate a mint, and are expanding into gold and silver refining. We are a small, hands-on team looking for a reliable, detail-oriented person who wants to learn the precious metals and numismatic business from the ground up.

Position Overview We are hiring a Sales & Customer Assistance Associate to work directly with customers both in-store and online. This is a great opportunity for someone who enjoys working with people, learning specialized knowledge, and being involved in multiple parts of a growing business.

Key Responsibilities

- Develop a strong working knowledge of the precious metals and rare coin (numismatic) markets
- Educate customers on their options when buying or selling gold, silver, and rare coins
- Evaluate, authenticate, and purchase items from customers in a fair and professional manner
- Price, photograph, and list items for sale on online marketplaces
- Assist with day-to-day operations in our minting and refining areas as needed
- Provide excellent customer service in person, by phone, and by text/email
- Maintain accurate records and follow all company procedures and compliance requirements

Ideal Candidate

- Honest, reliable, and detail-oriented
- Comfortable learning technical product knowledge and market pricing
- Good communication skills and a professional, friendly demeanor with customers
- Willing to help with hands-on tasks related to minting and refining
- Able to work independently once trained and follow established procedures
- Basic computer skills (comfortable with cameras, listing platforms, and basic software)
- Interest in precious metals, coins, or collecting is a plus (prior experience is helpful but not required)

What We Offer

- Opportunity to learn a specialized and interesting trade
- Hands-on experience across retail, minting, and refining operations
- Competitive pay based on experience
- Opportunity for growth as the business expands

Location 1001 N University Blvd, Norman, OK

To Apply Please send a brief message or résumé telling us a little about yourself and why you're interested in this position. We look forward to hearing from you.