

Organizer

Overview of Role:

Life Made Simple Organizing is looking for part-time Organizers to add to our growing team!

Details:

- Works Closely With: Owner and Other Organizers
- Hours: 5-15 hours/week with room to grow. Hours not guaranteed, but dependent on how much work we have
- Status: Part-Time Employee Position
- Compensation: \$20/hr

Requirements:

- Valid driver's license and reliable transportation that has room to hold donation drop-offs and product supplies
- The ability to work on your feet for extended periods of time, bend, squat, lift, pull and push heavy items for 5 hours at a time
- Understanding of basic organizing techniques to start
- Ability to work closely with a team
- Need to be available 2-3 days/week between the hours of 9am-4pm
- Must have excellent:
 - Attention to detail communication skills
 - Positive attitude
 - Time management skills
 - Willingness to learn and go above and beyond
 - Empathy and kindness towards our clients

Responsibilities:

On-Site

- Remove and categorize items in a room or space to creating logical groupings for client review
- Occasionally, work directly with a client and assist in editing or decluttering belongings

- Use organizing materials to create systems with the items that clients keep after editing
- Collaborate, brainstorm and plan with Owner and other Organizers to select product and generate supplies list as needed
- Label bins, boxes, containers, etc. using a label maker or specialty label
- Assist with managing organizing supplies
- Help to maintain a tidy and professional environment throughout the course of organizing or move management jobs
- Put trash, recycling, shredding, and donation items into the appropriate receptacles while on site
- Assemble small furniture items, such as storage boxes or shelving units
- Transport organizing materials, supplies, donated items, shredding, trash, or recycling to appropriate offsite locations if requested
- Perform additional assignments as directed by Owner

Administrative

- Enter time into the company time tracking document
- Maintain company scheduling program with availability
- Review schedule daily for upcoming assigned projects
- Coordinate with Owner regarding pre-project assistance, project review, and travel
- Take update photos and upload photos and information into Google Drive throughout client projects
- Review client folders and to-do's prior to and during each project
- Manage counts of inventory and products used on projects

This job is not for you if:

- You are working to build your own business (you will be required to sign our agreement)
- You have limited availability and are not available 2-3 days/week from 9am-4pm
- You require a consistent full time position
- You get overwhelmed by messy spaces and disorganization
- You are not a team player
- You don't have a genuine interest in helping others through organization