

Team Support Specialist

Overview of Role:

Life Made Simple Organizing is looking for a hardworking, highly organized individual to support the day-to-day operations of our professional organizing business and team.

This role focuses on managing all the behind the scenes details of our organizing projects.

Details:

- Works closely with Owner and Organizers
- Hours: 5-25 hours a week, flexible hours. Hours are based on project demand and fluctuate week to week
- Status: Part-Time Employee
- Location: Flexibility for Some remote and on-site work at our storage unit
- Compensation: \$20/hr

Requirements:

- Background in admin, project management, logistics or retail not required but helpful
- Team-centric mentality and willingness to shift gears and step in when needed
- Ability to prioritize tasks based on project timelines and manage many tasks simultaneously
- Accountability and ownership over tasks
- Takes initiative, self-starter, works well independently to solve problems
- Willingness and ability to learn new systems and adapt quickly
- Ability to handle situations with store employees when issues arise
- Large vehicle with capacity to transport large quantities of items
- The ability to work on your feet for extended periods of time, bend, squat, lift, pull and push heavy items
- Must have excellent:
 - Organization skills and attention to detail
 - Time management skills
 - Logistical skills
 - Communication skills with Team

- Tech skills (Google Calendar, Sheets, Docs, Drive, Gmail, apps)

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Responsibilities:

Project Support

- Oversees procurement of organizing products for organizing business: including supply chain restrictions, return windows and solutions
- Reviews proposals, photos and product order forms to prepare product for organizing jobs
- Assists in the sourcing of product for organizing jobs
- Troubleshooting solutions to get necessary products and supplies by project deadline
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- Uses inventory management system to track all details of products within inventory, keep an accurate stock count and manage counts for upcoming projects accordingly
- Uses Order Tracker to manage incoming and outgoing return products
- Independently manages project calendar and product ordering process to ensure team is prepared for job
- Organizing all products by project for team pick up
- Uploads and names all receipts and invoices to document automation tool, Hubdoc
- Prepares, organizes and tracks all client product for organizing jobs for Organizers and keeps track of product leaving and returning to Storage Unit each time
- Processing products used on project to create client invoices
- Keeps track of pricing adjustments to stock products and updates Master Client Product Sheet accordingly
- Pick up and return products to Target, Walmart, Home Depot, Lowes and Amazon (via the UPS Store), etc.
- Schedules donation pickups
- Receives, assesses and processes all incoming product shipments

- Ensures Storage Unit is kept organized and breaks down all boxes/remove debris
- Keeps job materials stocked and assists in procurement of special job supplies
- Steps in when needed to deliver product, retrieve donation, and overall supports team

Client Relationship Management

- Orders and prepares client gifts
- Creates invoices for client product and other services upon project completion

Executive Assistant

- Assistance with special projects
- Maintains Owner's email and calendar