

Job Title: Organizing Specialist

Employee Compensation: Hourly

Hours: Part-Time, Flexible {days, evenings, Saturdays}

Summary:

Evaluate client's current organizing challenge and develop a plan that honors the client's vision, budget and personality. Be able to organize any room or space in a residential home, home offices and small businesses. Treat each Lasting Order client as an individual with unique needs, values and goals.

Every organizing job is different and every client is different. Your goal is to listen to the client and help them identify organizing challenges. You are responsible for working one-on-one with clients facing their organizing projects and establishing systems and processes that will help them create lasting order.

The ideal candidate:

- is patient and compassionate toward those with organizational challenges
- genuinely wants to help people
- is empathetic to each client's unique situation
- takes charge of a situation, is willing to roll up their sleeves and provide a hands-on approach

Responsibilities and Duties:

- Organize various rooms and spaces in residential homes and small business offices
- Work hands-on with clients, including helping client prioritize, make decisions, sort and eliminate things that are no longer needed - as well as make product and service recommendations, as needed
- Travel to client's home to do on-site organizing
- Maintain accurate client records
- Coordinate appointments and maintain your own schedule
- Attend training meetings
- Maintain personal supplies and equipment required in your organizing toolkit
- Have access to the internet, computer printer and scanner in order to maintain communication with Lasting Order office
- Must have a cell phone with voicemail so clients and Lasting Order may reach you in a timely manner
- Must wear proper attire in accordance with company policy
- Follow the Lasting Order organizing system and processes
- All other duties as assigned

#### Required Skills:

- Demonstrates positive interpersonal skills and customer service skills
- Dependable and punctual
- Ability to stay focused - complete the task at hand in the time allotted
- Coaches, guides & teaches the client organizational skills
- Strong attention to detail
- Demonstrates creative problem-solving skills
- Open-minded and non-judgmental
- Excellent listening and communication skills - on the phone and in-person
- Ability to follow directions and meet deadlines
- Works well with different types of personalities
- Demonstrates proficiency with time management skills in order to complete tasks
- Flexibility with various project scopes and timelines
- Possess exemplary work ethic, values, honesty and integrity
- Must maintain confidentiality of clients at all times
- Must have a valid driver's license and provide own transportation to client projects

#### Technology Requirements:

Digital Camera, Access to Internet, Email, Printer, Scanner, Cell Phone with Voicemail

#### Education:

- Bachelor's Degree Preferred
- In lieu of Bachelor's Degree, an Associate Degree with 3 years of applicable work experience

#### Physical Demands:

Ability to lift 50 pounds, climb stairs, use a step stool or small ladder, stand for extended periods of time. Organizing requires mental and physical stamina. Working in many different households requires the ability to tolerate typical household odors from pets, smoke or fragrances.