

Job Title:	Professional Organizer
Position Type :	Part-time/Full Time

Job Description

Overview:
 Seeking a dynamic team member to evaluate client needs and objectives and implement solutions that meet the individual needs of the client.

Duties:

- Sort clutter
- Assist client in identifying what to keep and what to part with
- Make a home for the various categories of the clients possessions
- Determine the appropriate containers (bins, baskets, shelving, etc) for storing the clients possessions/papers
- Label where appropriate
- Establish a system/routine unique to the client to aid in their continued organizing success
- Follow customer care and follow-up procedures

Skills/Qualifications:

- 2+ years in an office environment taking direction from a direct manager
- Detail oriented
- Problem solver
- Excellent communicator
- Self-starter
- Non-judgmental
- Great listener
- Compassionate
- Trustworthy
- Ethical
- Superb organizing skills
- Ability to perform physical labor, including standing for long periods of time, bending and lifting
- Computer and internet skills

Come To Order[®] Professional Organizers are change agents!

You must have a strong desire to help client achieve their organizing goals; identify issues with priorities, paper, information, things and time. You must be willing to offer education, recommendations, and guidance as needed by the client.

Throughout the process you must remain sensitive to the client's feelings while challenging them to think about their possessions, routines, habits and time in a new way.