

JOB DESCRIPTION

TITLE: Professional Organizer

CLASSIFICATION: Part Time, 10-20 hours/week **SALARY RANGE:** \$18-\$25 per hour

Objective:

We are seeking a highly organized and detail-oriented individual to join our team as a Professional Home Organizer. The ideal candidate will possess excellent organizational skills, a keen eye for detail, and a passion for creating functional and aesthetically pleasing living spaces. As a Professional Home Organizer, you will work closely with clients to declutter and organize their homes, providing personalized solutions to enhance efficiency and overall well-being.

Requirements:

- Schedule – Must have a minimum of three days per week with open availability during business hours (9am-5pm).
- Organizing Experience – One to two years' experience providing organizing services to residential clients or completion of our 90-day Apprenticeship program.
- Working Conditions – Ability to working in a variety of working conditions. Work is performed in a typical home environment, which may include uninsulated attics, basements, or garages. Must be able to work in environments with pets.
- Travel – Must have valid driver's license and proof of auto insurance or have the ability to arrange own transportation. Must be able to travel to clients throughout the 7 counties of the Twin Cities.
- Enjoys working in a dynamic environment and is able to improvise a new plan on the spot.
- Positive attitude and able to work well with the Can the Clutter Team.
- Education - Minimum of high school graduate. One year of related experience in a comparable business or organization. A degree in interior design, home economics, or a related field is a plus. Certification in professional organizing is desirable but not required.

Physical Requirements:

- speaking, hearing, vision, and manual dexterity sufficient to adequately perform the job
- ability to push/pull up to 75 pounds and lift or move up to 30 pounds frequently
- prolonged standing, walking, and bending

Duties:

1. Conduct initial consultations with clients to assess their organizational needs and preferences. Gather information about clients' lifestyles, habits, and priorities to tailor organizational solutions.
2. Develop personalized organization plans for each client, taking into consideration the unique characteristics of their home and individual requirements.
3. Sort through items, documents, photographs, collections, memorabilia, and similar belongings, either working independently or side-by-side with a client. Assist with removal of unwanted items, including transporting items by car to donation sites.

4. Create efficient storage systems, labeling solutions, and workflow improvements to maximize space and functionality.
5. Lead and execute hands-on organization sessions, working collaboratively with clients to declutter and reorganize various living spaces. Implement effective organization techniques for closets, kitchens, bedrooms, home offices, and other areas based on client priorities.
6. Provide guidance on storage solutions, organizational tools, and furniture to enhance the effectiveness of the organization plan. Research and stay updated on the latest organizational products and trends. Shop for organizing supplies and solutions for clients.
7. Effectively manage project timelines to ensure timely completion of organizational tasks. Prioritize tasks based on client preferences and project scope.
8. Educate clients on sustainable organizational habits to maintain a clutter-free and organized home. Provide tips and resources for ongoing maintenance and organization.
9. Provide positive front-line interactions with clients from a variety of socio-economic backgrounds. Deliver reliable and pleasant service to clients in person, on the telephone, or electronically.
10. Participates in weekly virtual staff meetings and quarterly in-person meeting.
11. Effectively conveys company policies and procedures to clients and potential clients.
12. Participates in continuing education through NAPO and other resources. Shares information learned.
13. Performs other duties as assigned.

Other Experience, Knowledge, Skills, & Abilities:

- Exceptional organizational and time-management skills
- Strong communication and interpersonal skills
- Creativity and the ability to think outside the box to create innovative organizational solutions
- Sensitivity and discretion in handling personal belongings and spaces.
- Knowledge of the latest organizational tools and products
- Ability to manage multiple tasks with efficiency, skill, accuracy and appropriate speed
- Ability to work collaboratively as a member of a team with colleagues
- Communicates effectively in English, both orally and in writing
- Ability to read and understand written information and instructions
- Ability to empathize and relate to others' needs
- Ability to provide excellent customer service at all times
- Proficiency in the use of email and computer technology
- Attention to detail
- Ability to use good judgment following procedures in support of company policies
- Ability to remain calm under pressure
- Ability to exercise initiative and to make appropriate independent decisions

Can the Clutter is an equal opportunity employer and welcomes candidates from diverse backgrounds.