

Eliminate Chaos®

More time for life.®

Washington States' Largest Professional Organizing Services Company

~ Eliminate Chaos ~ is hiring a part-time Organizing Specialist
for Seattle and the Eastside areas of Washington

Specialist Job Description

The organizing industry is one of the fastest growing industries. If you have a desire to be part of a dynamic team of professionals, but do not want to start your own organizing company – this may be the opportunity you've dreamed of.

Responsibilities

- ✓ Work with Eliminate Chaos Sr. Specialists and clients to meet their organizing goals and expectations
- ✓ Hands-on client interaction including; helping clients prioritize, make decisions sort and eliminate things that are no longer needed – as well as making product and service recommendations when needed
- ✓ Make recommendations for what to do with the “stuff” they no longer have a need for
- ✓ Transfer the skills of organizing to clients
- ✓ Recommend other Eliminate Chaos services and products
- ✓ Read industry publications and books on the Eliminate Chaos reading list
- ✓ Listen to CD books and seminars on the Eliminate Chaos list
- ✓ Keeping your project calendars current
- ✓ Attend and participate in employee meetings
- ✓ Wear Eliminate Chaos logo'd clothing

Skill Requirements

- ✓ Must be dependable and show up for work on time
- ✓ Demonstrate creative problem-solving skills
- ✓ Possesses excellent listening skills
- ✓ Enjoys working with individuals in order to effect change
- ✓ Is willing to work flexible hours (i.e. an occasional evening and 1-2 Saturdays or Sundays/month)
- ✓ Intermediate computer skills, including: Outlook, Word, Excel and the ability to use the Internet as an efficient research tool
- ✓ Ability to perform physical tasks and stand for extended periods of time (up to 8 hours at a time) as documented on the Sr. Specialist and Specialist Physical Job Description (See Appendix 1, Sr. Specialist and Specialist Physical Job Description)
- ✓ Able to lift up to 50 pounds occasionally
- ✓ Ability to multi-task and prioritize

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Residential

Business

Speaking

- ✓ Ability to manage time and complete tasks efficiently
- ✓ Extreme attention to detail
- ✓ Personable, extremely organized and efficient
- ✓ High degree of professionalism and courtesy
- ✓ Outstanding customer service skills
- ✓ Pleasant telephone skills and ability to communicate our services to potential clients
- ✓ Possesses exemplary work ethic, values honesty, integrity and achieving quality work
- ✓ Proven ability to maintain confidentiality
- ✓ Must have a valid driver's license and provide own transportation to client projects

Hours

8am to 6pm Monday – Friday

8am to 4pm Saturday & Sunday (1-2 times/month)

Occasionally, an evening session will run until 8 or 9pm.

Hours vary according to:

- Client Projects
- Consultant Availability
- Skill Level
- Seniority
- Geographic Area

Work Environment

Eliminate Chaos Specialists are primarily working in the field with Eliminate Chaos Sr. Specialists and their clients and therefore do not need to come to the office. Supplies needed to work in the field are provided by the company, as well as logo'd clothing. Client environments will vary from home to home and office to office.

Employee meetings are typically held at the Eliminate Chaos office located in the Clearview area of Snohomish.

Pay & Benefits

Hourly pay DOE and based on number of client hours worked

Flat rate for client trip expenses

Flexible scheduling based on your availability

1 Week Vacation (begins to accrue after 6 months of employment)*

2 Paid Holidays (after 6 months of employment)**

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Incentive Plan
Occasional Bonus

*Vacation accrues at 1 week per year based on the total number of hours worked.

**Employees must work 288 hours or more in the six months prior to the holiday to receive holiday pay.

Please be sure these benefits are acceptable before you apply.

Application

Email your resume and cover letter to request.information@eliminatechaos.com.

Applicants who do not submit a cover letter with their resume will not be considered.

Please, no phone calls.

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