



[Simplified](#) is hiring a full-time assistant to join our team in Boston! Simplified provides daily support to clients allowing them to live a more streamlined, less stressful and more productive life.

Responsibilities include:

- Running daily errands
- Researching and booking travel
- Identifying and screening vendors
- Supervising work performed by home vendors on site
- Scheduling and confirming appointments
- Managing home management plans
- Planning events
- Purchasing personal items and gifts
- Organizing home spaces including kitchens, closets, garages and filing systems
- Providing administrative support
- Managing special projects such as home relocations, renovation projects or office set up

Strong organizational skills, flexibility, problem solving and the ability to multi-task are very important to success in this position. Integrity and honesty are a must! As the needs of our clients vary, so does the nature of the work we perform. Candidates should have access to reliable transportation and be able to occasionally lift up to 25lbs.

Must have strong professional experience as a personal concierge, assistant, or in a client service business. Professional organizing experience a plus!

Email your resume with cover letter expressing your interest in joining our team to [careers@simplifiedhomelife.com](mailto:careers@simplifiedhomelife.com)