



Title: Home Organizer, Part-time (Greater Boston area).

Simplified is building a network of experienced, professional organizers to assist with residential organization projects on a project-by-project basis. This is an ideal opportunity for an experienced organizer who enjoys flexible, project-based work and wants the ability to choose the projects that fit their schedule.

About Simplified: Three-time winner of Best of Boston's Best Concierge, Simplified is the premiere personal assistance and concierge service provider in the Boston area serving a wide-range of clientele from successful CEOs and university faculty to young families and professional athletes. Our organized and driven team provides daily support to our clients allowing them to live a more streamlined, less stressful and more productive life. We are personal assistants, professional organizers, handymen, home managers, event planners, and everything in between. Our motto "Home and Life Made Simple" reflects our ability to be creative and problem solve for our clients, so their lives are simplified.

About the role: As a home organizer, you will be working alongside our Simplified Moves and Simplified Home teams and with many different clients. We believe in hard work and are dedicated to providing our clients with the best support possible in a fun, collaborative environment. As a team, we're in contact daily with each other via email, text and phone.

We'd like you to have:

- Excellent organizational skills
- Flexibility and strong problem solving
- Integrity and honesty
- Ability to demonstrate discretion and professionalism with high-profile clients
- Strong communication skills
- Detail orientated
- Appreciation of the aesthetic importance when organizing spaces
- Access to reliable transportation
- Ability to lift 25lbs
- Experience in a client service business
- Professional organizing experience a plus!

What you'll do: Every day and project will be different. As the needs of our clients vary, so does the nature of the work we perform. Expect to be challenged and creative as you tackle organizing home spaces including kitchens, closets, playrooms, garages and filing systems. Communicating with clients effectively about goals, expectations and plans is essential. Working alongside our Simplified Moves team, you will work on projects related to downsizing, editing and getting organized prior to moves and then unpacking and setting up systems in client's new homes they can maintain to simplify their lives. Identifying appropriate organizing products for each space is an important element to each project's success.

The schedule: This is project-based, flexible work with no guaranteed hours. Projects vary significantly in size and timing. Some opportunities may be scheduled several weeks in advance, while others may arise with only a few days' or, occasionally, 24–48 hours' notice. You are never obligated to accept a project that does not work for your schedule.

Compensation: Hourly compensation is based on experience and project requirements.

Email your resume with cover letter expressing your interest in joining our team to careers@simplifiedhomelife.com