

LEAD ORGANIZER



At Peace By Piece Home Services, our goal is to help the client gain more control over time and space, reduce stress, and increase productivity by providing services and comprehensive organizational systems. We are seeking an extremely organized, friendly and articulate Lead Organizer to steward Peace By Piece Home Services clients. This leadership position will guide other organizers and clients in the organizing process on assigned projects.

Job Details

Job assignments
average 6 hours
per day

Typically average
10 - 12 assignments
per month

Workdays vary
Monday - Saturday

Workplace varies by
job assignment

\$18 – \$22 per hour
based on experience
(professional organizer
experience a plus)

No benefits offered

Hours are not
guaranteed

Primary Duties

- ✓ Acts as a main point of contact between the client and the assigned organizers including, but not limited to, movers, refuse removal teams, and handymen.
- ✓ Stewards the client and serves each individual with their unique needs, values and goals as outlined in the client needs assessment.
- ✓ Coordinates schedules of organizers, clients and service providers to ensure smooth completion of projects.
- ✓ Keeps organizers in the loop on all the logistics of client projects, such as client contact info, timing, and details via our project management software.
- ✓ Organizes any room or space in a residential home, including home offices.
- ✓ Shops for organization supplies and solutions to meet the client's needs.
- ✓ Follows up with clients to discuss their experience and assess (satisfaction).
- ✓ Ensures compliance with standards and expectations outlined in PXP procedural guidelines.
- ✓ Collaborates and participates in PXP leader meetings.

Job Requirements

- ✓ Builds and develops a team culture
- ✓ Plans, organizes projects, directs, and stays on task
- ✓ Works independently with limited supervision
- ✓ Strong communication skills
- ✓ Professional appearance and conduct
- ✓ Reliable and punctual
- ✓ Personable interpersonal skills
- ✓ Indifferent to socioeconomical status of clients
- ✓ Uses own smartphone and computer
- ✓ Comfortable using a variety of apps

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- ✓ Trustworthy
- ✓ Physical endurance, flexibility, and strength to lift up to 40 pounds on a regular basis