



Job Opening Announcement

Staff Organizer Part-Time, Hourly

JMPO's mission is to compassionately guide our clients to reduce clutter. Our team is known for its cooperative and non-judgmental approach with clients, and our can-do attitude for clearing estates. The success of JMPO is based on our reliable team providing great service to our clients every day!

We are expanding our team and are looking for Staff Organizers to work directly with our clients on residential and estate organizing projects. The Staff Organizer will assist clients by setting realistic goals, establish systems and processes for ongoing success and managing project tasks for moves and clear outs. Staff Organizers have variable schedules that range from 10 – 40 hours per week. Hours are based on client projects and business needs.

Our employees are responsible for:

- Sorting and organizing documents, setting up filing systems
- Organization before packing and after moving
- Consulting on how and why to eliminate clutter, making recommendations using the client's best interests and personal choices
- Modeling processes, systems, procedures or habits for client learning
- Respect for client's individual habits, abilities, emotional state and preferences
- Coordination of outside services such as hauling, donation pickup
- Auction preparation, cataloging, or pickup support
- Record client notes and provide status updates via applicable software as well as verbally
- And many other tasks. Full job description available upon application.

Ideal applicants must:

- Have reliable transportation to and from client sites.
- Have excellent problem-solving skills
- Manage time well
- Be empathetic, emotionally tolerant, patient and non-judgmental towards clients
- Be professional at all times and uphold client confidentiality
- Communicate effectively with others in English
- Be proficient in using personal computers and smart phones and are able to learn how to prepare/maintain documents in cloud-based applications.

Interested candidates should forward a completed Applicant Questionnaire to owner Joan McCreary, CPO at Joan@JMPOestate.com.