

## Job Descriptions/Positions Available

### Safety Captain:

- Clear pathways
- Inventory electronics
- Take before after and during pics
- Watch for safety hazard
- Encourage communication in movers
- Starting pay **\$15/hr**

### Mover:

- Move items with care from one location to another
- Be able to lift 50 lbs
- Move directly and swiftly within the timeline of the job with little to no supervision
- Look out for yourself and your team's safety
- Have reliable transportation (a driver's license preferable)
- Starting Pay **\$15/hr**

### Packer/Organizer:

- Have systems in place to ensure an effective job is being done
- Assist customers in deciding what to keep and donate/trash
- Have excellent customer service skills
- Be attentive to customer's need
- Starting pay **\$12.50/hr**

### Admin Assist:

- Help with office functions
- Remote or Onsite
- Practice discretion with confidential information
- Process financial information
- Data entry and website updates
- Customer care
- Thank you cards
- Any follow-up action items as needed
- Starting pay **\$12.50/hr**