

# HOME ORGANIZING ASSISTANT

B. Moore Organized's mission is that every client achieves everyday efficiency and peace of mind in their home, while creating an organized space that reflects their personality and celebrates their lifestyle.

## WHO YOU ARE...

- Highly-motivated self-starter
- Detail-oriented leader with an appreciation for visual aesthetics and cleanliness
- When you walk into a space you immediately start organizing it in your head
- Solution-oriented with ability to troubleshoot in the moment

## WHAT YOU'LL DO...

- Serve as a junior or senior assistant to Brittany on in-home organizing projects
- Work closely with clients to realize their organizational goals
- Continuously maintain the highest standards in the level of work and manner of communication with clients

## WHAT WE NEED FROM YOU...

- Access to transportation and willingness to travel for work
- Strong interest in interior design/organization and an eye for design
- Strong communication skills and the ability to talk through a plan for a client space
- Experience in a client-facing role and working with a team

**This is a contract position, with an expectation of 10-30 hours per week. Hours are flexible and scheduled according to individual needs.**

**DOES THIS SOUND  
LIKE THE PERFECT  
FIT FOR YOU? IF SO,  
WE CAN'T WAIT TO  
MEET YOU!**

Please send an email of interest to **info@bmooreorganized.com** with the following:

- Tell us about yourself - be creative!
- Expand on your relevant experience, passion for organizing and why BMO would succeed with you as an assistant
- Include your availability and how many hours per week you would like to work