

Eco Modern Concierge Professional Organizer Position

Schedule:

- Must be flexible, as this position is on an “as needed” basis
- Must be able to work nights and weekends from time to time
- The amount of hours vary from project to project
- Have reliable transportation and be able to meet at client projects in the Houston area
- Most projects are inside the loop or near the loop, but sometimes we have projects in Galveston, Sugar Land, The Woodlands and other Houston suburbs

Requirements:

- BE ON TIME & RELIABLE!
- As an organizer your day to day requirements include, but not limited to, physically organizing in client spaces like homes, small businesses, corporate offices, storage units, etc., shop for client products when needed on behalf of EMC, create product lists when needed, execute pickups and returns when asked, interact with the client, measure for product, Elfa, custom designs and shelf liner when needed, etc.
- Organized, creative and a problem solver
- Be personable and able to work one on one with clients
- Be a team player, collaborative and work well with other Eco Modern Concierge team members
- Must be able to follow direction well
- Have and utilize basic manners around clients, vendors, team mates, etc.
- Non-judgmental and keep ALL client information confidential
- Have a strong work ethic, honesty and integrity
- Be able to adapt to various situations
- Have strong communication and listening skills
- Be able to pass a background check
- Have contractor’s insurance or willing to obtain it
- As a contractor, you will need to carry basic supplies, including, but not limited to, scissors, pliers, screwdrivers, goo gone, Velcro strips, sharpies, the necessary label maker, we most often use the Ptouch Cube Plus, label maker tape, etc.
- Have fun!

Physical Requirements:

- Be able to lift 30lbs
- Bend, climb stairs and be able to stand on your feet for extended periods of time. Some projects can last up to 12 hours
- Be able to work in all kinds of conditions like cold, heat, adapt to various household odors caused by pets, fragrances, dust, etc.

Please submit all resumes, portfolios (if available) and inquiries to info@ecomodernconcierge.com