



All Squared Away, LLC

All Squared Away is a professional organizing company offering services to business and residential clients. We offer innovative and creative solutions to clients' organizing dilemmas.

Job Title:

Residential Organizer
(Independent Contractor)

Date:

April 1, 2011

Job Description:

This person will work directly with the client to provide ideas for products, systems, transfer skills, and assist in meeting client goals to become better organized.

This position requires an individual who is detail-oriented, trustworthy, patient, kind, and non-judgmental. The consultant must enjoy working with a variety of personalities in various settings.

Responsibilities:

- Work directly with clients to guide and assist them in sorting, categorizing, organizing or discarding personal belongings.
- Set up systems of organization.
- Responsible for timely and consistent communication with client.
- Determine, discuss, and define client goals.
- Communicate and carry out Client Plan of Action to coincide with client needs/goals.
- Provide organizational ideas, products, and solutions that support the client's goals.
- Help client set realistic and attainable organizing goals for their unique situation.
- Track client progress and communicate effectively with client.
- Adaptable—willing to work in various non-structured environments.
- Use of personal car required. Must have valid proof of insurance.

Job Location:

Morgantown, WV and surrounding cities within a 30 mile radius.

Company Industry:

Professional Organizing

Job Role:

Residential Organizing Consultant

Joining Date:

April 18, 2011

Employment Status:

Part-Time, Contractual Basis

Employment Type:

Independent Contractor

Hourly Rate:

To Be Determine based on experience and education

Manages Others:

No

Number of Vacancies:

1

Other:**Skills & Specifications:**

- Excellent interpersonal and customer service skills.
- Professional, well-spoken, excellent grammar.
- Detailed oriented with excellent planning, organizational, and management skills.
- Honest, reliable, friendly, and hard-working. Must have reliable transportation.
- Discretion, non-judgmental, good judgment ability, adaptable and versatile.

Computer Skills Required:

- MS Word
- Typing Skills
- Internet & Email Abilities

Additional Requirements:

- Non-smoker
- No criminal history
- Valid driver's license
- Valid car insurance policy
- Must pass background check and be fingerprinted

Potential for Future Growth with Company:

Working under direct supervision of the owner, our company would like to integrate this person for a future of assisting residential clients with their organizing needs.

Career Level:	Entry Level with potential for growth	Years of Experience:	1-3
Degree:	College Degree Preferred	Other:	

Terms of Position:

- This position is open to independent contractors.
- The independent contractor will be required to sign a non-compete, non-disclosure, and confidentiality contract with All Squared Away.
- The contractor will abide by the standards set forth by All Squared Away while working with clients, documents, information, etc...
- Confidentiality must be maintained at all times regarding discussions, materials, or any other information relevant to All Squared Away.
- Candidate must report all income to applicable Local, State, or Federal entities. All Squared Away will provide the contractor with a 1099 at the end of the year.

Application Requirements:

1. This position is for an independent contractor. Must have current WV Business License or provide proof of new business license within 90 days.
2. Resume must include three references. Please include accurate contact information.

Please send your complete resume to;

info@allsquaredaway.com

Or

All Squared Away, LLC
714 Venture Drive #161
Morgantown, WV 26508
Attn: PA Position

Internal URL:	www.allsquaredaway.com