



## **Job Description for Organizing Team Lead**

Job Title: Organizing Team Lead

### Job Summary

Solves organizational problems for clients. Attends the Initial Consultation that details specific organizing procedures. Executes suggested organizing procedures as appropriate. Builds and promotes the Abundance Organizing brand within community and industry.

### Job Objective

Creating a professionally organized space in the client's home or office. Encouraging continued client relationships resulting in on-going organizing work and referrals.

### Job Responsibilities and Accountabilities

- Conducts or participates in needs assessment with client to determine client's overall needs, develops Action Plan, determines method of work, obtains client approval to do the work.
- Applies organizing principles and motivates client during the overall and day-to-day activities of executing the project. Navigates client through challenges and setbacks in organizing process.
- Closes out the job as assigned (entering applicable time charges, reimbursable expenses, conducting client satisfaction survey, sending follow up note, asking for referral and/or recommendation) and delivers all client payments to Abundance Organizing headquarters within 5 business days.
- Performs any other tasks required by the supervisor.
- Contributes positive interactions to Abundance Organizing and supports other colleagues within the team. Complies with all company policies and procedures.
- Drives sales performance for Abundance Organizing through professional and personal networking, building relationships that generate industry/trade and client referrals. Meets or exceeds established individual sales goals.
- Participates in professional organizations to maintain current information about this position and to make contact with professionals in similar positions.
- Pursues/receives training in organizing methodology and related theory, both inside and outside the company, at the company's request, as relevant.

### Job Qualifications

Education: Bachelor's degree in discipline such as business, psychology, communication, education, or equivalent work experience.

Skills: Strong organizational skills, orientation to detail and detailed work; very good interpersonal skills, customer service aptitude; clear and concise speaking and communications ability, good writing skills, basic computer literacy; ability to manage projects according to budget, schedule, and requirements; ability to work independently; arithmetic and numerical reasoning skills;

responsible for money-handling. Must meet physical requirements of job; able to lift and carry 0-35 pounds.

Experience: Minimum of 90 days on-the-job experience in residential or business organizing; must have strong working knowledge of Abundance Organizing methods of organizing, initial consultation practices, and client care and retention strategies.

Attributes preferred: Ability to plan/organize/direct/control; ability to deal with ambiguous/conflicting priorities or information; ability to influence people; verbal comprehension, problem solving, aesthetic judgement

On-the-job-training: Pursuing trade-related certification through BCPO, ICD, NASMM, COC, ASID, or IRIS; continued training in Abundance Organizing methods of organizing, initial consultation practices, and client care and retention strategies.

Understand, embrace, and embody Abundance Organizing's Core Values:

- We embrace the quirks that make us special.
- We act with resourcefulness and savvy.
- We conduct ourselves with an air of refinement, striving for the highest standards.
- We share our gifts whole-heartedly.
- We form meaningful connections.
- We radiate positive energy.
- We communicate with compassion.

### Relationship and Roles

Promotion from: Organizer-in-Training

Promotion to: Senior Organizing Team Lead; Account Manager

Supervision received: Principal Organizing Team Lead; Account Manager

Supervision given: Organizer; Organizer-in-Training