



Service Associate

At My Tailored Move, we are dedicated to providing exceptional organizing services to our clients. Service Associates play a vital role in assisting our clients with organizing, sorting, packing, moving, unpacking, and resetting their homes.

Associate Responsibilities:

- Collaborate with the Shift Manager, Project Manager and other Associates, as well as work independently to sort belongings into keep, sell, donate, or discard categories
- Safely and systematically pack belongings for moving or shipping
- Document the location and arrangement of favored items using photographs to facilitate their setup in the new home
- Relocate items from one location to another efficiently and effectively
- Set up items in the new location based on photographic records of the previous residence, creating familiarity and continuity
- Respond to client inquiries or concerns regarding the tasks for the day
- Direct any client questions about the moving process to the Shift Lead or Project Manager, whichever is running the shift, for appropriate guidance
- Ensure that items are unpacked in the new space without any damage, creating a comfortable and organized environment
- Create an organized system that clients can utilize to maintain order and ease
- Tag all drawers and cupboards with short bulleted lists of items to be found within

Associate Requirements:

- Dependable and reliable, demonstrating a strong work ethic
- Ability to work well with others of various ages, backgrounds, and abilities, showing empathy and understanding
- Enjoyment of working with elderly individuals, exhibiting patience and respect
- A genuine love for organizing and meticulous attention to detail
- Physical stamina and ability to lift up to 30 pounds at a time, with repeated lifting of lighter items during work shifts

- Strong passion for and aptitude in organization, utilizing creative problem-solving skills to optimize space
- Previous experience in a similar role is preferred but not required

We welcome, respect, and continually strive to create a sense of belonging for a wide range of identities and experiences on our teams. Women, LGBTQ+ and persons of color are strongly encouraged to apply. It is known that traditionally underrepresented people are less likely to apply if they are lacking in any one category or requirement. If you identify in any of these categories, please do not let a gap in your qualifications dissuade you from applying.