

Professional Organizing Assistant

All applicants must be located within the **Nashville Metro Area**

Do you jump at the opportunity to organize/reorganize if something seems out of place? Friends, family, and colleagues constantly praise you for how organized you are. Are you often invited to organize their lives and homes?

If this sound like you, then join our team and make a career with your outstanding organizational and decluttering skills!

- Every organizing job is different. No two garages are the same; no two closets are the same; every organizing request is unique.
- *You must have a meticulous planner and calendar. So orderly that you never miss an appointment (or double-book your schedule)*
- Your goal is to listen to the client and help them identify their organizing challenges. In essence, you are responsible for working one-on-one with clients on their organizing projects and establishing systems and processes that will help them maintain their organization.

Your ability to professionally present yourself and our services must build confidence in all clients and establish a relationship between the client and the PLPI organization that will leave each client **Wowed**.

Job Responsibilities

The ability to reduce mental, emotional, and physical clutter and help organize spaces, time, and events in both residential and business settings. Be available for assignments locally or nationwide. If being organized is in your blood and you think you can bring order out of chaos, then maybe this is the job for you.

Qualifications

- Superb Time Management Skills
- A Keen Eye for Details
- Grit, Drive and Determination to Reevaluate your Approach to each and every Project adding Patience and Creativity to Overcome Roadblocks as they arise
- A Passion for organizing and coordinating
- Out-of-the-box problem solving skills
- Efficient Organization Systems and Processes

- Highly Productive
- Extremely Organized
- People Oriented
- Ability to see the big picture and break goals down into manageable steps
- Ability to categorize and plan ahead
- Physical and mental endurance
- Highest level of Professionalism

Preferred but not required:

- Training in Designing and Organizing of homes and offices

Hours and Locations

Will vary.

How to Apply

Please click this [LINK](#) to complete our application. Be sure to attach your resume and cover letter. Please also include a 3 minute video on the following topic: “Why you are the best organizer for the PLPI company?” Questions, please email us at info@parisloveproductivityinstitute.com

About the Paris Love Productivity Institute (PLPI)

We are a full service organizational and productivity firm. We help overextended professionals overcome the barriers that are keeping them dissatisfied, disorganized, and disoriented in their life, business or career. We help individuals do the things they always wanted to do but never get around to. We stand out from our competitors by getting to the 'root' of the problem. There is a reason why individuals can't manage their time or are consistently disorganized. We started the business to help individuals eliminate physical, emotional, and mental clutter.

Non-Compete: The Independent Contractor’s (IC) engagement hereunder, and during a period of two (2) years following the end of the Term or other date of termination of this Agreement, the IC will not, directly or indirectly, whether as an owner, partner, shareholder, consultant, agent, employee, co-venturer or otherwise, or through any other “person” (which, for purposes of this subsection, shall mean an individual, a corporation, a partnership, an association, a joint-stock company, a trust, or any unincorporated organization), compete in any state or territory of the United States or any geographic area outside of the United States with the PLPI Company or their affiliates in any business directly or indirectly engaged in by the Company or their affiliates.