

**Position Title:** Sorting Associate

**Date of Job Description:** January 2022

**Full or Part Time?** – Part Time

At **Life Easier LLC**, we believe less is more at any age and that less stuff leads to more living. But, the task of decluttering and downsizing can be overwhelming, emotional, time-consuming, and just plain hard to know where to start. Life Easier is seeking a compassionate, honest, energetic part-time associate to help our client's sort through and organize a lifetime of belongings.

This is a rewarding and never-boring position where every project is different. Our ideal candidate is a person who has a passion for working with seniors and helping others solve problems, someone who is patient and possess excellent listening and communication skills, detail oriented with strong multi-tasking skills, and a person who has a passion and ability for sorting, organizing, packing and unpacking our client's belongings.

**Basic Functions:** After on the job training, this position will work with our clients to help sort, declutter and organize their possessions, and assist with relocation or rightsizing.

**Qualifications/Skills:**

- Assist with the sorting and organizing process
- Demonstrate a caring, compassionate attitude
- Pack and unpack client's possessions
- Work on location at clients' current and future homes
- Responsible for company supplies
- Communicate effectively with team members, clients, vendors, and community personnel
- Strong organization, planning, and attention to detail
- Maintain a calm and composed demeanor in stressful situations
- Follow all safety protocols
- Follow instructions easily and ask questions for clarity
- Be accountable for own actions and work results
- Must be able to work in environments that are pet friendly, and may be dirty or dusty
- Must have a valid driver's license and reliable transportation
- Must be punctual
- Energetic, positive attitude and friendly demeanor
- Ability to work independently or with a team
- Compassion for people going through a stressful time
- Ability to take initiative, complete tasks and solve problems
- Interact with clients and co-workers in a respectful manner

**Physical Requirements:**

- Ability to stand for extended periods
- Ability to lift and carry items and boxes up to 50 pounds unassisted
- Ability to squat, reach, and move items around
- Ability to pack and unpack items
- Ability to work for 5 or more hours at one time

**Other Requirements:**

- Must have a clean background check.

**Hours:** 4 hours per week minimum. The position requires someone with a flexible, part time schedule as we work based on when our clients are available.