

Job Posting – Calm Coordinator

DESCRIPTION

Chaos to Calm is looking to add part-time employees to our leadership team. The ideal candidate for a Calm Coordinator is an energetic leader with a true love for people (especially seniors) and creating environments that are “calm” because they are well organized and suited to the client’s lifestyle and needs. Professionalism and an unwavering commitment to providing an exceptional client experience are always required.

The **Calm Coordinator** is primarily responsible for planning and leading client relocations, home organizing and estate clean out jobs, through to successful completion.

- Manage staff/resources ensuring all aspects of work meets company standards
- Coordinate, oversee, and manage third party resources
- Maintain daily, or as needed, communication with client and Field Manager regarding progress of project
- Ensure project remains on-time and within budget
- Assist with all services performed including but not limited to packing, floor planning, inventories, unpacking, décor placement, errands, and organizing

The **Calm Coordinator** must also perform additional duties, including but not limited to, those listed below.

- Train staff as needed on tasks, company policies and values
- Maintain an accurate inventory and organized system for all supplies in company storage facilities/areas
- Complete and submit all required documentation and reports within set time parameters
- Obtain/maintain certifications and educational credits that expand knowledge of work related skills and experience
- Meet with client to understand needs and project scope
- Proficiency in Trello, Dropbox and other systems and software utilized by the team
- Have access to reliable transportation
- Smart phone with the ability to utilize software apps used by team
- Ability to physically lift up to 25 pounds

Attention to detail and a keen eye for organizing is critical in all job related tasks.

WHO WE ARE

Chaos to Calm is a North Carolina based move management company that provides custom solutions to people who are in need of a home transition. We offer a full spectrum of services including: move management services, certified senior services, home and estate clean-outs, and professional organizing.

We are dedicated to assisting with the emotional and physical aspects of a relocation and/or redefined living in a current home. Our mission is to alleviate feelings of stress, overwhelm and uncertainty people faced with a home or estate transition so often incur. We manage each piece of the process with care and compassion so that the client experience is as calm as possible and they are left with the comfort of a perfectly suited new home environment.

FOR MORE INFORMATION ON CHAOS TO CALM OR TO APPLY

Visit our website at www.ChaosToCalm.com

Check us out on Facebook at <https://www.facebook.com/chaostocalmrelo/?fref=ts>

To apply email your resume to Kiera@CTCRelo.com