



## Simply Placed is Hiring a Business Organizer and Productivity Consultant

### SUMMARY:

Simply Placed, a professional organizing and business productivity consulting firm based in Sammamish, Wash. and serving the Greater Seattle and Puget Sound area, is actively recruiting for a **Business Organizer and Productivity Consultant/Trainer** to support clients and business development activities. This is a full-time position.

If you are a professional, confident, solution-oriented people person, who likes variety in your work and meet our qualifications, this could be a perfect fit for you. Every client engagement is unique. We work with busy professionals who want to better manage their workspace, time, tasks, priorities, and resources so that they get better business results and have more time for what matters most to them. As a Business Organizer and Productivity Consultant, your goal is to find and listen to clients and help them identify their organizing and productivity challenges; create a plan that fits their personality, budget and goals; and work with them one-on-one, or in a group training setting to help them establish organized systems, productive habits and efficient processes using Simply Placed methodologies.

You will represent **Simply Placed** and our services to prospects and clients on the job, through business development activities and in the community in a way that builds trust and leads to long-term relationships that extend beyond the end of the first project.

### RESPONSIBILITIES:

**Client work:** Help clients understand and solve problems resulting from disorganization, inefficiencies and low productivity. This work may include needs assessment, appointment preparation, hands-on organizing, workspace design, group training, individual consulting, business process design and/or redesign, teaching effective email management, time management, task management, meeting management, delegation, prioritization, change management, support with behavior modification, accountability and follow up.

**Business development:** Participate in the development of Simply Placed through networking, speaking engagements, prospect calls, sales meetings with company contacts, client check in calls and response to in-coming inquiries.

**Marketing support:** Support the Simply Placed marketing plan by developing web content, publishing a monthly e-newsletter, managing email campaigns, and supporting social media initiatives.



## **DESIRED SKILLS AND EXPERIENCE:**

### **Required Qualifications:**

- High school diploma required. Bachelor degree preferred.
- Experience providing excellent customer service.
- Demonstrated aptitude for creative problem solving; ability to determine solutions for clients (consultative sales approach).
- Demonstrated exceptional organizational ability and attention to detail.
- Ability to teach, consult with, coach and train clients individually or in a group setting.
- Must be open-minded and non-judgmental toward clients with organization challenges: Able to work with a wide variety of people and personalities.
- Demonstrated professionalism, integrity, honesty and a strong work ethic.
- Ability to listen, ask questions and understand client needs.
- Ability to take charge of a situation and willingness to roll up sleeves and provide a hands-on approach.
- Ability to visualize and transform a space.
- Ability to work independently and prioritize.
- Experience providing excellent written and verbal communications.
- Comfort with technology and software commonly used in the workplace – examples include Microsoft Word, Excel, PowerPoint, Outlook, WordPress, MailChimp, CRM Systems, etc.

### **Preferred Qualifications:**

- Educational background or professional experience in Human Resources, Organizational Development, Training and Development and/or Executive Coaching/Consulting.
- Experience delivering educational/training presentations to small and large groups.

### **Hours and Work Requirements**

- Project locations will vary. Most projects will be located on the Eastside and in Seattle. Some work can be completed from home.
- Must be open to working on the occasional evening or weekend as client need dictates. Most of the work can be completed during the “traditional” work week.
- Must have access to a computer, mobile phone and printer.

### **Pay and Benefits**

- Salary commensurate with experience and includes opportunity for incentive pay.
- 2 weeks paid time off for vacation or personal days
- Friendly, fun, team-oriented small business atmosphere

### **To Apply**

- Send resume and cover letter to [jobs@itssimplyplaced.com](mailto:jobs@itssimplyplaced.com).