

Eliminate Chaos[®]

More time for life.[®]

Washington States' Largest Professional Organizing Services Company
~ Eliminate Chaos ~ is seeking a self starter to fill the role of

Client Services Assistant/Personal Assistant

Responsibilities

- ✓ Answering Phones
- ✓ Calling Potential Clients & Client Follow Up
- ✓ Scheduling Appointments & Keeping Calendars Current
- ✓ Newsletter Administration
- ✓ Client Invoicing & Accounts Receivable
- ✓ Timesheet Collection and Verification
- ✓ Vendor Coordination
- ✓ Marketing Materials Creation
- ✓ Product & Marketing Research
- ✓ Product Shipping Fulfillment
- ✓ Filing
- ✓ Client File Creation
- ✓ Internet and Phone Research
- ✓ Maintain Petty Cash Fund
- ✓ Maintain Product Inventory, pop and water for office
- ✓ Attend an occasional weekend tradeshow event and assist with product sales
- ✓ Light office cleanup
- ✓ Errands
- ✓ Personal Assisting to Owners

Skill Requirements

- ✓ Extreme attention to detail
- ✓ Must be dependable and show up for work on time
- ✓ Intermediate Outlook, Word, Excel and Publisher skills – preferably Office 2007
- ✓ Previous Marketing experience and background a plus
- ✓ Must be able to complete Mail Merges with Outlook, Word and Excel
- ✓ Competency in QuickBooks a plus
- ✓ Ability to multi-task and prioritize
- ✓ Ability to manage time and complete tasks efficiently
- ✓ Personable, extremely organized and efficient
- ✓ High degree of professionalism and courtesy
- ✓ Outstanding customer service skills
- ✓ Pleasant telephone skills and ability to communicate our services to potential clients
- ✓ Possesses exemplary work ethic, values honesty, integrity and achieving quality work

- ✓ Ability to work independently in a small office environment, solve problems and make decisions with minimal supervision
- ✓ Proven ability to maintain confidentiality
- ✓ Must have a valid driver's license, a clean driving record and be able to drive in the Greater-Seattle area for office and personal errands
- ✓ Must not be allergic to cats/dogs
- ✓ Must be able to lift and carry up to 50 pounds

Hours

8:30 am to 12:30pm Monday – Friday.

Note: Hours are 20 per week to start during training the first 2-3 months and will then be increased to 35-40 hours per week.

Work Environment

Eliminate Chaos is a family-run, home-based business located in Mill Creek/Snohomish. It is a demanding, fast-paced office that requires an individual with remarkable enthusiasm and a can-do attitude. This position needs someone who can not only wear many hats, but fill in where needed. All duties will be conducted at Eliminate Chaos, with the exception of errands or on-site client work as needed.

Pay & Benefits

Hourly pay range \$14 to \$17/hour DOE

2 Paid Holidays (after 6 months of employment)

1 week annual accrued vacation (after 6 months of employment)

Incentive Plan

Please be sure these benefits are acceptable before you apply.

How to Apply

Email your resume and cover letter as a Word or PDF document to humanresources@eliminatechaos.com.

Applicants who do not submit a cover letter with their resume will not be considered.

Applicants may be asked to complete a computer skills test that lasts 30-45 minutes.

Please, no phone calls.