



3216 Spottswood St. #115
Raleigh, NC 27615
919-500-2013
kenny@crabtreefamilymoving.com
www.crabtreefamilymoving.com

Role Description: Packing and Organization Technician (part-time)

Primary Responsibilities. May include but are not limited to:

- 1) Prior to a client move, prepare items for the moving process. This may include labeling items, completing inventories, disassembling furniture, wrapping furniture, packaging delicate items, and/or providing full or partial packing service for all items in the household or business as contracted through the client.
- 2) During a client move, assist with packing items that may need special handling or items that the client was unable to prepare for transport.
- 3) Provide full or partial unpacking service. This may include removing items from boxes and placing in locations as directed by the client. For example: folding clothing or linens and stacking in closet or putting clothing on hangers and putting in the closet. If requested, provide advice to the client about organization.
- 4) Serve as a primary on-site point of contact for the client during the move. Provide excellent customer service and help address any questions or concerns raised by the client. Escalate concerns to the Operations Manager as needed.
- 5) As needed, assist moving team with loading/unloading items up to 20 lbs or pushing items that are on wheels.
- 6) (Optional) If qualified, can also serve as the truck driver.

Requirements:

- 1) Valid driver's license issued by State of North Carolina. Commercial Driver's License is not necessary for this role.
- 2) Excellent organizational, attention to detail, time management, and customer service skills.
- 3) Willingness to work as a member of a team.
- 4) Ability to lift and carry up to 20 lbs.
- 5) Ability to stand, walk, and navigate stairs for extended periods of time.
- 6) Must refrain from use of or being under the influence of alcohol and other substances while on the job.
- 7) Hours can be counted toward fulfilling the 1500 required hours of paid experience necessary to earn Certified Professional Organizer (CPO) credential.

Compensation:

Minimum hourly rate starting at \$14/hour, depending on experience
Team members choose the days and times that they are available to work.

