

**Responsibilities include, however not limited to:**

- Pull accessories, artwork, lamps, pillows, bedding & florals as directed by Principal Stager/Designer
- Properly pack inventory to avoid damage and/or breakage
- Assist team in loading and unloading vehicles
- Style properties as directed by Principal Stager/Designer including but not limited to furniture placement and maintenance, accessorizing, hanging artwork, steaming bedding, linens, etc.
- Lead staffer onsite for all de-staging projects including meeting the movers, boxing/packing up all accessories and bedding for storage
- Lead staffer onsite at storage unit to meet truck & move everything back into storage/ Restock inventory when it arrives back at storage
- Make sure properties are cleaned and locked when leaving
- Maintain clean and orderly storage
- maintain an inventory system
- Light Administrative duties upon request when needed, such as answering emails, returning phone calls; follow up with trade accounts, etc
- Sales leads – create a marketing plan within the community to strengthen brand including direct email, calls, community events etc
- Database management: continue to monitor and collect Realtor emails to add to database
- Accompany Principal Stager/Designer on consultations when necessary
- Represent the firm in the Principal Stager/Designer's absence when necessary

**What to expect. . .**

- ~ Open communication environment with excellent opportunity for growth
  - ~ Opportunity to create a job with autonomy where you can expand the brand through creative marketing & social media efforts
  - ~ As a vital part of the team, Lead Staging Assistant will be mentored by Principal Stager; wearing multiple hats and given increasing levels of responsibility
  - ~ Must be detail oriented, take direction well, must be trustworthy and willing to learn
- ~ Primary job responsibility is to support Principal Stager at all times AND assist in growing business.  
~ Lead Staging Assistant will be compensated on a commission basis for all staging projects derived from their leads & efforts

Excellent opportunity to create fun and innovative ideas that will grow the brand recognition.  
Have fun with it while maintain the integrity of the brand

This position pays \$18 per hour

Hours are flexible & will fluctuate weekly. No weekends

Assistant will be paid for hours spent on staging, destaging, marketing & administrative hours  
Guaranteed minimum of 10 hours per week

**The Ideal Candidate. . .**

- ~ Strong communication and interpersonal skills with a professional appearance
- ~ Ability to multi-task, problem solve, work well independently and can take direction
- ~ A trustworthy self-starter who takes initiative and is well spoken, Spanish helpful but not necessary
- ~ Must be reliable! Staging requires some early mornings and heavy lifting is most definitely required
- ~ Must be flexible with hours as scheduling will fluctuate depending on week - no weekends
- ~ Must be computer savvy including knowledge of social media & database management
- ~ Must have reliable transportation & flexibility to travel throughout Fairfield County. Mass transit not acceptable
- ~ Must be able to start immediately
- ~ The ideal candidate will have an interest in learning about the home staging industry AND have some knowledge of real estate industry. Design experience not necessary. Sales experience and cold calling experience helpful

*Please forward resume to:*

lizpensiero@yahoo.com

- Please reference: "**Staging Assistant 2022**" in the subject line
- Please include a minimum of 2 PROFESSIONAL references as they WILL be checked
- Please include your social media accounts where you can be found such as LinkedIn or Instagram

*~xo, Liz*