

NOW HIRING: Moving Assistant

Company: Friendly Move Management - Tigard, OR



Friendly Move Management is a locally owned and operated Senior Move Management business helping seniors in the greater Portland, OR area. Our small team is like a family and we're looking for a new family member! Please visit our website for more information about our business:

<http://www.friendlymm.com/home.html>

Not exactly sure what **Senior Move Management** is? No problem! Check out the **National Association of Senior Move Managers** to get a full understanding of what types of services we provide:

<https://www.nasmm.org/faqs/>

Our mission is to provide care and peace of mind for our aging community as they prepare to change homes by offering our professional service of de-cluttering and downsizing their current home, sorting, packing, unpacking and settling into new home, arranging items for donation, storage units, or family members, connecting clients with consigners, and hosting estate sales.

We are currently looking for two entry-level **Moving Assistants** to start immediately as part of our Senior Move Management Services team. In this role, your accountability focuses on packing and unpacking household goods and personal belongings with an emphasis on caring and courteous service to help seniors throughout the process of downsizing and moving. You will be directed by one of our Certified Senior Move Managers.

This position is great for those who are looking for a fun, compassionate, service-oriented part-time job, or for those who already have one flexible part-time job and would like additional work. This position involves physical labor including some lifting, bending, squatting, climbing stairs, and moving the body throughout the day. Most of our work is between 9:00am and 3:00-4:00pm Monday through Friday, but we do work occasional weekends when we host Estates Sales.

Qualifications

- Must be willing to be on call, usually daytime during the week (with typically 2+ weeks' notice) as necessary to fulfill the duties of the position. The schedule varies week to week, flexibility is a must.
- Able to commit to completing each assigned move (typically 1-2 days per move).
- Be able to lift at least 30 pounds.
- Have valid Oregon driver's license and reliable transportation (or means to get to and from a job site).
- Demonstrate excellent communication skills, including active listening skills, as well as the ability to be compassionate, empathetic and socially perceptive.
- Good at multi-tasking, being able to follow directions, and working as a team player and independently in any environment.
- Must be motivated, sincere, respectful, caring, compassionate, and goal-oriented and enjoys helping others. Must demonstrate initiative and willingness to get a job done in an orderly and efficient manner.
- Previous moving experience is great, but not required.

This is a part-time employment position, 10-32 hours per week. Pay is \$15 per hour. No benefits.

Given the unique nature of this position, we require candidates to complete a paid job shadow for at least one two-day move as a part of the application process. Moves typically take two days – packing on one day, moving and unpacking on the following day. After we receive your application materials, we will reach out to you to schedule an interview if we feel you are a viable candidate.

If you are interested, please complete and submit the following documents in **PDF format** to info@friendlymm.com:

- The attached employment application
- A copy of your current résumé
- A cover letter explaining why you are attracted to this position and to Friendly Move Management and why you feel you can successfully perform the necessary duties of this position, as well as any other information you deem important for us to know about you in regards to this opportunity

Please email us with any questions to info@friendlymm.com.

Thank you for your consideration!

Linda, Samantha & the Friendly Move Management team

Friendly Move Management Employee Application



Friendly Move Management is an equal opportunity employer. We comply with all federal, state and local laws regarding employment practices. All requested information on this employment application is designed to be job related. Our employment policies are nondiscriminatory.

APPLICANT INFORMATION

Full Name: _____ Date: _____

Last

First

M.I.

Address: _____

Street Address

City

State

ZIP Code

Phone: _____

Is texting okay?

YES

NO

Email: _____

Social Security No.: _____

DESIRED POSITION

Date available to begin working: _____

What days/times are you available to work: _____

How did you become aware of Friendly Move Management? _____

Although we are not a moving company, our field work (working on moves) is without a doubt physically taxing. Do you have any physical limitations that would require reasonable accommodation to perform the job for which you are applying?

YES

NO

If yes, explain: _____

Do you have reliable personal transportation?

YES

NO

EDUCATION

High School: _____ City/State: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ City/State: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ City/State: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

PROFESSIONAL REFERENCES

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

PREVIOUS EMPLOYMENT

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

From: _____ To: _____ Reason for Leaving: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

From: _____ To: _____ Reason for Leaving: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

From: _____ To: _____ Reason for Leaving: _____

Responsibilities: _____

May we contact your previous supervisor for a reference? YES NO

HAVE YOU EVER BEEN CONVICTED OF, OR PLED GUILTY OR NO CONTEST TO, ANY FELONY OR MISDEMEANOR YES NO

IF YES, Where: _____ When: _____

What: _____

APPLICANT'S STATEMENT & AGREEMENT

Please read the following statements carefully before signing.

I certify that the answers given by me to the foregoing questions and statements are true and correct without omissions. I agree that **Friendly Move Management** shall not be liable if my employment is terminated because of any misrepresentation, falsification of statements, answers or omissions, made by me on this application, any accompanying résumé or supplementary materials and can be cause for refusal to hire or for immediate dismissal from employment at any time during the period of my employment.

Permission is hereby granted to obtain verification of the statements made herein and to obtain references as approved by me. I authorize the references listed herein and approved by me, to release any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing and utilization of such information.

As a condition of employment, I agree that all information which I receive or have access to, as a result of my employment, which relates in any manner to the business activities, programs, concepts, designs or processes of **Friendly Move Management** are to be treated by me as restrictive and trade secret information and are to be kept in confidence, and are not to be disclosed to any unauthorized person, firm or enterprise during or after my employment, or used by me in any manner outside the scope of my employment without limitation.

I understand that **Friendly Move Management** may investigate my driving record as it relates to the specific job for which I am applying. Furthermore, I understand that I may be required to pass both a drug test and a criminal background check in order for any offer of employment to be valid.

I understand that completion of this application does not assure me of a position with **Friendly Move Management**. My employment and compensation is for no definite period of time and is terminable at-will, which means that either **Friendly Move Management** or I may terminate the employment relationship at any time, for any reason whatsoever, with or without good cause at the option of either **Friendly Move Management** or myself. This is the entire agreement between **Friendly Move Management** and me concerning the term of employment, and supersedes any prior agreements that may have been made. The agreement may not be modified except by a written document signed by the Owner of **Friendly Move Management**.

If you have any questions regarding this statement page, please contact Friendly Move Management before signing.

I hereby acknowledge that I have read the above statements and understand the same.

Signature: _____

Date: _____