



**Position:** Transition Specialist  
**Reports To:** Team Lead / Owner  
**Classification:** Non-Exempt / Hourly  
**Location:** Client sites and TRT Newmarket, NH office  
**Schedule:** Monday–Friday, as scheduled  
**Hours:** Variable; estimated 10–20 hours per week  
**Starting Pay:** \$20/hour

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## Position Summary

The Transition Specialist supports and executes all aspects of client transition projects, including organizing, packing, move coordination, and home setup. This role requires strong attention to detail, excellent interpersonal skills, and the ability to work both independently and collaboratively under the direction of a Team Lead or Project Manager. Transition Specialists act as the “right hand” on projects - capable of working one-on-one with clients, managing tasks independently, and ensuring that The Right Transition, LLC’s standards of care, safety, and professionalism are consistently upheld. Specialists may coordinate with vendors when assigned and may delegate tasks to Transition Helpers under direction; however, they do not develop project plans, supervise the team, or make project-level decisions.

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## Essential Duties and Responsibilities

### Client Services & Project Support

- Assist with client consultations and project planning as directed by the Team Lead or Owner; this role supports but does not lead planning efforts.
- Measure spaces and furniture to create floor and space plans.
- Lead clients through sorting, decluttering, and organizing sessions with sensitivity and efficiency.
- Assist in the discovery phase: sorting, staging, and photographing the home.
- Guide clients through decision-making (keep, sell, donate).
- Coordinate with vendors including movers, auctioneers, contractors, clean-out crews, cleaners, and donation centers.
- Stage, label, and organize items using the company’s color-coding system.

- Pack and label items with accuracy and care, following company procedures.
- Unpack, organize, and rehome client belongings in the new residence according to the project plan.
- Create clearly labeled staging areas for donations, auction, recycling, or disposal.
- Maintain a professional, calm, and compassionate presence with clients and families.
- Promptly report project progress, issues, and client feedback to the Team Lead or Project Manager.
- Load and deliver items to donation centers, consignment, or disposal sites as assigned.

## **Coordination & Execution**

- Follow project timelines, instructions, and daily task lists established by the Team Lead or Owner.
- Delegate and oversee tasks assigned to Transition Helpers as directed by the Team Lead, ensuring accuracy and safe completion.
- Coordinate logistics with vendors when delegated.  
Safely handle, pack, and transport client belongings with attention to detail.
- Ensure spaces are left clean, safe, organized, and ready for the next project phase.
- Use CompanyCam to document project progress, including uploading photos, creating labels, updating checklists, verifying completed tasks, and adding new tasks as needed. Use company apps, documentation tools, and photo systems accurately and consistently.
- Operate within the scope of assigned tasks and follow direction; this role does not make project-level decisions.

## **Organization & Efficiency**

- Maintain organized work zones and staging areas throughout each project.
  - Identify and communicate opportunities to improve processes, efficiency, or project flow.
  - Assist with home setup, decorating, and organization after move-in.
  - Uphold strict confidentiality and discretion regarding client information and property.
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## **Qualifications**

### **Required Qualifications**

- Minimum 1 year of experience in senior move management, professional organizing, relocation services, or a related field.
- Demonstrated ability to work both independently and collaboratively.
- Ability to work independently while understanding the limits of decision-making authority.
- Strong organizational, communication, and time-management skills.
- Compassionate, professional demeanor when interacting with clients and families.
- Proficiency with mobile devices, digital photos, and basic office software.
- Valid driver's license and reliable transportation.
- Ability to safely lift and carry up to 40 lbs.

### **Preferred Qualifications**

- Experience in senior move management, professional organizing, relocation services, or a related field, and/or relevant life experience with moving, downsizing, caregiving, or household transitions.
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### **Key Attributes**

- Dependable, self-motivated, and proactive.
  - Detail-oriented with strong follow-through.
  - Calm, patient, and empathetic in challenging or emotional situations.
  - Professional appearance, conduct, and language.
  - Receptive to feedback and committed to continuous learning.
  - Strong problem-solving skills.
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### **Work Environment & Physical Requirements**

- Work is performed in client homes, offices, storage units, and other residential environments.
- Frequent standing, walking, bending, reaching, climbing small ladders, lifting, and carrying are required throughout the workday.
- Must be able to safely lift and carry up to 40 lbs, including boxes, bins, and household items.
- May encounter dusty environments, cluttered spaces, fluctuating temperatures, strong odors, and household pets.
- Must be able to safely use hand tools, packing materials, dollies, carts, floor sliders, and other moving-related equipment.
- Requires travel to and from client sites using reliable transportation.
- Work pace may vary based on client needs and may involve emotionally sensitive environments, especially when serving older adults and families in transition.

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## Employment Disclaimer

This job description is not an employment contract. It outlines the general nature and scope of the work performed. The Right Transition, LLC reserves the right to modify, add, or remove duties as business needs evolve. All employment with The Right Transition, LLC is **at-will**, meaning either the company or the employee may terminate employment at any time, with or without notice or cause, consistent with applicable law.