Job Description & Duties:

Incorporating a funeral company Established 2007 undertaking approximately 200 funerals annually and growing! Located at Para Hills West with a 9 am start time when required at our Mortuary and operations facility generally until as required. We are seeking primarily, a casual **Funeral Arranger and Celebrant** with a strong grasp of MS Office together with excellent verbal communication skills. Being a small business you would be required to

multi-skill and therefore will need to be physically able. If you fit this position well and are willing to assist within a team environment this would translate into more hours.





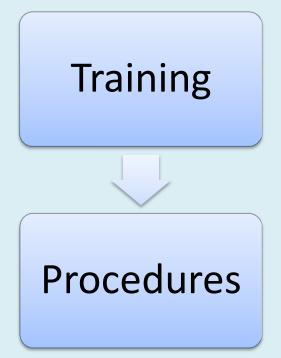
you to be able to....

Data Entry	•Entering all funeral details on our MS Access database system, accuracy is a key attribute.
Funeral arrangements & "Pre Need"	• Visiting "at need" clients in the comfort of there own home and occasionaly "pre need" clients in there own home.
Ordering	• After arranging a funeral the work just begins, you will need to publish press notices, order grave openings, book chapels, liaise with clergy, proof memorial cards and order coffins.
General filing	• File all prepaid funerals, and all associated internal documents accurately and systematically
Correspondence & Phones	 You will need to email, phone fax and write letters to clients, clergy, the attorney generals department and the coroner for example. Answer telephones from time to time.
Being fit and able to Multi Skill	• We may ask you to transfer body's from the coroner, hospitals, nursing homes and residential properties, and check them into our mortuary, assisting with dressing and mortuary care, although rarley and only to support the team.
MS Office suite	•You will need to be able to use word, excel etc.

Personal Description & pre-Requisites.

Able to be trained and follow procedures. Punctuality & reliability are the key attributes Have excellent customer relation skills Have excellent customer relation skills Have excellent customer relation skills Must have a class C driver's licence. Ability to drive a van and reverse using mirrors only, in addition to our hearses

Work in a team environment & assist beyond your call of duty to help others meet scheduled times.



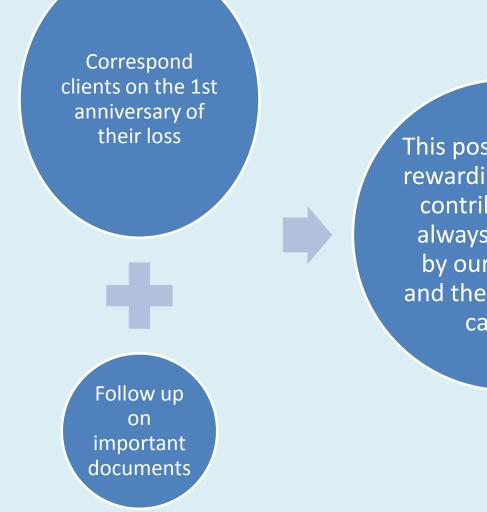
note that this position needs someone that can work accurately under pressure from time to time

We provide you with all the support and training for the right candidate

Every task: be it a 1st call "Pre need" cover letter, funeral bond application, booking a press notice or conducting a service is supported with:

> A simple step by step operational procedure manual that can be followed while you settle in, we provide you all the "on-the-job" support you require to fulfil this position.

Customer support



This position is very rewarding and your contribution will always be valued by our company and the family's we care for.