

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.

To fulfil this
role we would
expect



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 their own home and occasionally "pre need" clients in their 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 rarely 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

Must have a class C driver's licence.

Be physically fit. Assisting with
logistics if required

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.

Training



Procedures

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

Correspond
clients on the 1st
anniversary of
their loss



Follow up
on
important
documents



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