

Wanted: Part-time Office Worker at Historic Lutheran *Wunder's Cemetery*.

Wunder's Cemetery at 3963 N. Clark St., Chicago, has an opening for the position of a part-time Office worker starting July 2018. This position requires exceptional organizational ability, supervisory experience and detailed record keeping capability. It also requires sensitive communication skills when dealing with individuals and families in bereavement or with visitation inquiries. The successful applicant will be responsible for maintaining regular office hours at the cemetery (about 9 hours per week) and will need to be able to maintain forwarded telephone access at other times to accept immediate need-based contacts.

Please forward inquiries and resume to Wunder's Board President Daniel Hendricksen at dwhendricksen@gmail.com or call 773 844-7361.

