

## **Administrative Assistant**

We are currently seeking flexible, dependable, and positive individuals to assist with duties at our FRONT DESK/RECEPTION AREA. This is an opportunity to be part of the Brust Funeral Home Family and grow your career in the funeral, cremation and cemetery services industry.

### **Responsibilities:**

- Receive incoming telephone calls and assist callers with any questions or comments in a polite and professional manner, with a goal to meet or exceed internal and external customer expectations; direct calls to appropriate team members and resolve calls when possible.
- Reviews and processes all required documentation and performs day to day administrative duties for funeral services/burials and/or cremations in accordance with policies and procedures.
- Greet and receive client families and visitors of the funeral home, maintain a friendly, empathic attitude, while providing assistance and guidance.
- Provide information associated with services on schedule.
- Strong organizational skills.
- Performs a wide variety of administrative/clerical duties in order to complete assigned tasks (i.e. typing, filing, photocopying, scanning, answering phones, faxing, data entry, etc.).

### ***A successful candidate will possess the following qualifications:***

- A highly compassionate and caring individual
- High level of integrity and interpersonal skills to handle sensitive and confidential situations; position continually requires demonstrated empathy, poise, and tact.
- Professional communication skills, both orally and in writing.
- Attention to detail, with the ability to accurately take messages and information.
- Excellent computer skills and working knowledge of standard office equipment.
- Ability to manage time effectively in order to organize and prioritize work load.
- Ability to work under time constraints and conform with established schedules and deadlines.
- Ability to adapt to rapidly changing situations
- Dependable and Timely
- High school diploma or GED equivalency.
- Prior clerical and/or customer service experience preferred.

Job Type/Schedule – Part Time, 25-30 hours a week. Day shift. Some weekends.

Pay- \$20-\$30 an hour, contingent on skills and work experience.

## Wake Attendant

### Job Responsibilities

- Responsible for greeting families, directing guests to appropriate areas, participate in the direction of ceremonies and services, monitor parking lots, assist funeral directors in set up of services
- Work with a team to prepare chapel and visitation sites with personalized items as requested by clients
- Answer phone calls and set up meetings for the funeral director, answer general questions about the funeral chapel and services offered
- Receive incoming telephone calls and assist callers with any questions or comments in a polite and professional manner
- Cleaning up after a wake, visitation or funeral service
- General administrative work, including data entry, scanning, typing, filing, etc.
- Must be able to work nights, including some weekend nights.

### ***A successful candidate will possess the following qualifications:***

- Highly compassionate and caring for others
- High level of integrity and interpersonal skills to handle sensitive and confidential situations; position continually requires demonstrated empathy, poise, and tact.
- Professional communication skills, both orally and in writing.
- Attention to detail, with the ability to accurately take messages and information.
- Proficient computer skills and working knowledge of standard office equipment.
- Interpersonal skills and phone skills

### Job Type/ Schedule

8-20 hours a week, week nights including some weekends.

### Pay

\$15-20 an hour, contingent on skills and work experience

Please Email your resume to [staff@brustfuneralhome.com](mailto:staff@brustfuneralhome.com) and we will begin reaching out after the holiday. Title the email as "Application for Wake Attendant/Administrative Assistant/Handyman". We look forward to hearing from you!

