

We are looking to expand our team of professionals – become a full time Funeral Director/Embalmer at Varnum Funeral Home, Inc. (West Brookfield, MA) & Charbonneau Funeral Home (Ware, MA).

Don't work 60 hours a week! Enjoy a 35-hour weekly office schedule and relax with two out of three weekends off/not on-call. Attitude, commitment, and quality of work are more important to us than the number of years worked in the industry.

We are a family owned and operated organization made up of a world class team of men and women.

We pride ourselves on providing exceptional support to our families at their time of need, and by supporting our community through education regarding funeral services. Our facilities utilize the newest technologies and equipment to provide our staff with the highest quality work environment. We are looking for a long-term fit with someone who has a proven track record of working as a team player, and can provide the highest levels of family satisfaction.

Core Responsibilities:

- Meet with client families to listen, guide and arrange meaningful personalized services, at need or pre-planning
- Works on-call/first call, as needed
- Perform removals and assist families while on-call/first call and during regular office hours
- Conduct and attend services regularly
- Direct staff to ensure they meet a high standard of professionalism and service level
- Ensure all files and documentation are timely and in accordance with relevant laws and regulations
- Utilize systems to review merchandise options, enter contracts and complete necessary forms
- Maintain open and effective communication and accurate, up-to-date client files
- Participate in community events, groups and/or organizations as needed

Requirements:

- A minimum of 1 year of experience as a Funeral Director/Embalmer preferred
- Ability to perform transfers lifting up to 100 pounds
- Holds or has the ability to obtain, within 90 days, a valid Funeral Director/Embalmer License in Massachusetts
- Holds or has the ability to obtain, within 90 days, a valid Massachusetts Resident Individual Life Insurance Producers License.
- Valid State issued driver's license in good standing and acceptable driving record
- Demonstrated willingness to participate in growing market share through community involvement

Benefits:

- Health Insurance Reimbursement
- Company Paid Long Term/Short Term Disability, AD&D Basic & Supplemental and Life Insurance
- 401(k) with Safe Harbor Match and Profit Sharing
- Paid Time Off
- Salary commensurate with education, experience & drive

Email your resume to greg.t.buckley@gmail.com.