

JOB OPPORTUNITY

Office Administrator Chapel of Memories Port Alberni, BC

An exciting opportunity exists for an Office Administrator in Port Alberni, BC

Manages and coordinates the administrative activities of the funeral home. Ensures the highest quality services and products, to satisfy the need of any client family, and maintain a positive employee relations atmosphere.

JOB RESPONSIBILITIES

- Orders supplies for the office and completes inventory counts
- Assists with basic accounting functions
- Supports location management to ensure all contracts and work orders are completed in a timely manner with proper documentation
- Completes various funeral reports and files accurately
- Supports Sales as necessary requiring an understanding of JD Powers
- Assists in preparing and/or overseeing all funeral related forms and maintains and updates customer records
- Pulls monthly reports from reporting site and create stack ranking reports for key performance indicators
- Maintains vehicle records/licenses
- Processes expense reports
- Manages all alarm systems (codes, working order, etc.)
- Services customers by interacting with families in a professional and compassionate manner
- Performs other duties as assigned
- Designing funeral service stationary as required by families.

MINIMUM Requirements

Education

- High school diploma, GED or completion of a diploma-training program at a college or technical school

Experience

- Two (2) years general office, clerical accounting, and Accounts Payable experience suggested

Knowledge, Skills and Abilities

- Solid working knowledge of computers, typewriter, MS Office, e-mail, internet and basic office equipment required
- Excellent communication skills both orally and in writing
- High level of compassion, integrity, and confidentiality
- Problem solving skills
- Ability to multi task and set priorities
- Detail oriented
- Must be flexible and able to function in a fast-paced environment

Interested applicants should forward their resume and cover letter to:

Margaret.Vatamaniuck@Dignitymemorial.com by Friday September 30, 2022 at 5PM PST

We thank all applicants in advance but only those selected for an interview will be contacted. This job opportunity is open to internal and external candidates and the most qualified applicant will be selected.