



1000 ALLSBROOK ROAD	4470 GERTRUDE STREET
PARKSVILLE, BC V9P 2A9	PORT ALBERNI, BC V9Y 6J8
T. 250.248.5859	T. 250.723.5859
F. 250.248.8315	F. 250.723.5800
INFO@YATESMEMORIAL.CA	WWW.YATESMEMORIAL.CA

Yates Memorial Services is an independent, family run funeral provider serving the Mid Island Region, Alberni Valley, and West Coast of Vancouver Island under the ownership and leadership of Rae, Barry and Bradd Tuck. Yates has two full-service facilities and offices in Parksville and Port Alberni, two cemeteries, two crematoriums, and a certified Green Burial Cemetery section. Yates Memorial Services attempts to offer the highest service standard to our clients and the best work environment for our employees. We truly believe that people come first, and this is illustrated by how we treat our clients and our staff. Joining the Yates Family means that your career growth and life outside of work will be respected and nurtured. We offer a balance to work and life, respecting the commitments that we all must honour. We strive for open lines of communication to continually improve on our services and company. At Yates, we approach our business as a team effort and therefore duties and pace of work will vary from day to day. It is critical that each employee supports and feels supported by the team for our continued success.

The position of Administration Assistant falls under the direct supervision of Donna Liberty and leadership of General Manager Bradd Tuck based out of our Port Alberni office at 4470 Gertrude St. The ideal candidate will have strong administrative background and an ability to work in a fast-paced environment. A high level of maturity is needed to be able to serve clients with empathy and understanding in their difficult moments. A working understanding of Microsoft Office is essential for success. Time management, strong organizational skills, and ability to work as part of a team are all valuable assets. We welcome your individuality and unique perspectives that you will bring to our team.

Hours of work will be a consistent schedule of 24hrs/ week. There is some flexibility on the days of work and hours. Additional hours up to 40 hrs/week will be available on occasion for vacation coverage.

Vacation and Benefits to be provided after 3-month probationary period. Wage based on experience.

To apply, please call Bradd at (250) 248-5859 or email cover letter and resume to braddtuck@yatesmemorial.ca