



## **Administrative Assistant**

MacLean Funeral Home Swan Chapel is looking for a capable and compassionate administrative assistant. This permanent, full-time position requires a mature individual who can balance various tasks.

### **Job description**

The successful application will perform receptionist duties and provide administrative support with an eye for detail and high level of accuracy. The ideal candidate is detail-oriented, professional, and personable.

### **Responsibilities**

- Serve as receptionist, greeting families entering the office as well as answering phones in a professional manner, assisting callers with questions or directing them to the appropriate funeral professional
- Prepare materials for services, including memorial books, bulletins, signage, etc.
- Maintain confidentiality and professionalism both inside and outside the workplace.
- Schedule and confirm appointments

### **Qualifications**

- Successful completion of a recognized post-secondary program of secretarial/office studies/business with a minimum of two-years related experience. An equivalent combination of education and experience may be considered.
- Proficient in the use of office software (Microsoft Office, Adobe, etc.)
- Excellent oral and written communication skills
- Exceptional organizational and time-management skills, ability to multi-task
- Familiarity with office equipment, including multi-line phone systems.

Completion of satisfactory references and background check (criminal records check) are conditions of employment.

**Salary & benefits**

Annual salary (\$35,000 - \$40,000)

Benefits package

Professional development opportunities

37.5 hours per week (8:30 a.m. – 4:00 p.m., some evenings and weekends may be required)

Please forward your resume via mail or email. No phone calls please. Only shortlisted candidates will be notified.

Ms. Jodi Swan

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We thank you for your interest in MacLean Funeral Home Swan Chapel.