

Job Posting Form

Date Posted: 1/7/2018

Send resume to: Catholic Cemeteries
Att'n: Office Manager
4000 Elmwood Ave
Kenmore, NY 14217

Type of Employment: Summer: Part-Time: If part-time, # of hours per week _____ Full-Time:

Job Title of Open Position: General Office/ Customer Service

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: Catholic Cemeteries RC Diocese of Buffalo Department St. Adalbert Cemetery

Location Address: 6200 Broadway St. Lancaster, NY 14086

Employer website: www.buffalocatholiccemeteries.org

Brief Job Description

Cemetery general office work. Customer Service. Answer phones.

Qualifications: Required Education/Experience

- Minimum High School diploma
- General office experience

Desired Skills

- Excellent communication skills
- Remain focused when dealing with difficult situations.
- Must be able to work with minimal supervision.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **1/15/19**