

Job Posting Form

Date Posted: 2-7-19

Send resume to: Office Manager
Catholic Cemeteries
4000 Elmwood Ave.
Kenmore, NY 14217
or
csamer@buffalodiocese.org

Type of Employment: Summer: Part-Time: If part-time, # of hours per week 25 Full-Time:

Job Title of Open Position: Part Time Cemetery Office Receptionist at Holy Cross Cemetery

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

Employer: Catholic Cemeteries of the Diocese of Buffalo Department Holy Cross Cemetery

Location Address: 2900 South Park Ave Lackawanna, NY 14218

Employer website: www.buffalocatholiccemeteries.org

Brief Job Description

Answer phones; greet walk-in customers; interact with funeral directors & families to make burial arrangements; typing & filing

Qualifications: Required Education/Experience - Please specify level of education required (eg. high school diploma, associate's degree, bachelor's degree etc.) & years of experience required, if applicable)

- High School diploma
- Customer Service experience
- General computer knowledge

Desired Skills

- Ability to work with minimal supervision
- Detail oriented
- Ability to remain focused when dealing with difficult situations

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **February 15, 2019**