

Job Posting Form

Date Posted: 7-17-19

Send resume to: Office Manager
Catholic Cemeteries
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: Customer Service/ Account Collections

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

Employer: Catholic Cemeteries of the Diocese of Buffalo Department Mount Olivet Cemetery

Location Address: 4000 Elmwood Ave. Kenmore, NY 14217

Employer website: www.buffalocatholiccemeteries.org

Brief Job Description

Customer service & general office work. Delinquent account collections.

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)

- Minimum 3 years experience in customer service
- Minimum High School Diploma
- Working knowledge of Microsoft Office software

Desired Skills

- Excellent oral & written communication skills
- Detail oriented
- Able to work with multiple interruptions
- Ability to remain focused when dealing with difficult situations
- Good math aptitude

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **July 31, 2019.**