

## Job Posting Form

Date Posted: 11/28/18

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

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

Job Title of Open Position: Family Service Counselor - Cemetery Sales

Salary: Base Salary & Commission Salary will be:  hourly  other

Employer: Catholic Cemeteries Department Sales

Location Address: Various locations in Erie & Niagara Counties

Employer website: buffalocatholiccemeteries.org

### **Brief Job Description**

Assist customers with selection of burial space & memorialization.  
Seek out potential new customers.

### **Qualifications: Required Education/Experience**

- Minimum Associates Degree preferred
- 5 years customer service experience
- Must have own vehicle

### **Desired Skills**

- Detail oriented
- Excellent communication skills & basic math skills
- Ability to remain focused in difficult circumstances

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than **December 12, 2018**