



**RILEY FUNERAL HOME**

*A Family Concern—A Family Commitment*

*An Equal Opportunity Employer*

**Riley Funeral Home**  
426 W. St. Joseph Street  
Lansing, MI 48933  
[www.rileyfuneralhome.com](http://www.rileyfuneralhome.com)  
Phone: 517-372-6009  
Fax: 517-372-6303  
Email: [admin@rileyfuneralhome.com](mailto:admin@rileyfuneralhome.com)

## EMPLOYMENT OPPORTUNITIES

**The Riley Funeral Home, Lansing's Oldest Family Owned Funeral Home,**  
is currently accepting applications and resumes for the following positions:

### **Funeral Service Attendants/Drivers – On Call**

This position interacts directly with client families during their time of need and is responsible for creating and maintaining a premier level of client family satisfaction. This is a great opportunity for community service minded individuals with a flexible schedule!

Retired professionals are encouraged to apply!

- Facilitates and drives funeral service vehicles during viewings, funeral services, memorial services, etc.
- Candidates must have:
  - Excellent customer service skills with a friendly and caring demeanor
  - A flexible schedule with the ability to work days, evenings and weekends on call
  - Good driving record with a valid driver's license
  - Professional appearance

### **Receptionist/Office Assistant – Part Time**

The Receptionist/Office Assistant is responsible for the performance of a variety of administrative and clerical services requiring the exercise of good judgment and clerical knowledge. This position is perfect for individuals with excellent clerical and customer service skills!

- Receives walk-in visitors and clients.
- Performs a variety of administrative services including: scheduling appointments, word processing, typing, data entry, filing, answering phones, running outside errands, coordination of events, and special projects, etc.
- Handles sensitive issues and confidential information
- Candidates must have:
  - Excellent customer service skills with a friendly and caring demeanor
  - Good organizational skills with detail orientation
  - Ability to work with specific deadlines and frequent interruptions
  - Ability to work evenings and/or weekend hours if necessary
  - Professional appearance

***Please apply in person, by mail, fax, or email to [admin@rileyfuneralhome.com](mailto:admin@rileyfuneralhome.com).***  
***No phone calls please.***