



O'DONNELL
CREMATIONS • FUNERALS • CELEBRATIONS

Administrative Assistant

PART-TIME POSITION

We are looking for someone to join one of the fastest-growing family-owned funeral homes on the East Coast and become an important part of our dedicated team in Salem and Danvers, MA.

Qualified applicants must possess a sense of urgency and a keen eye for detail. They must be a team player with strong multitasking skills and initiative.

JOB EXPECTATIONS

- Ability to juggle multiple projects with superb accuracy
- Strong administrative skills
- Exceptional customer service skills over the phone and in-person with our client families and internal departments

RESPONSIBILITIES

- Answer phone calls and provide support and assist with overall customer service
- Process paperwork and enter into computer database
- Order office supplies and keep office organized and running smoothly
- Perform general office duties such as typing, copying, scanning, faxing, etc.
- Provide administrative support to team members as needed
- Filing, organizing, finalizing industry specific documents and procedures

QUALIFICATIONS

- High school diploma
- Computer technology savvy
- Ability to manage and achieve multiple tasks under pressure
- Proficient with MS Word and Excel
- 3+ years relevant office experience preferred
- Excellent oral and written communication skills
- Must be detail-oriented and extremely organized
- Ability to work independently and also with a team

BENEFITS OFFERED

- Competitive compensations based on skill
- Medical, short-term disability and long-term disability benefits

Interested candidates should submit their resume, cover letter, and references to anthony@odonnellfs.com or online at odonnellfuneralservice.com

Please include "Administrative Assistant Application" in the subject line.