



O'DONNELL
CREMATIONS • FUNERALS • CELEBRATIONS

Funeral Assistant/Greeter

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

- Demonstrates a high degree of willingness and empathy in all interactions
- Provides compassionate, thoughtful, and anticipatory customer service
- Maintains flexibility and adaptability in a dynamic environment

RESPONSIBILITIES

- Greeting and assisting all guests
- Direct support of Funeral Directors and families before, during, and after funeral services
- Issuing and storing funeral equipment
- Funeral service preparations
- Directing funeral traffic and escorting guests
- Ushering and acting as pallbearers, as needed
- Driving funeral vehicles

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
- Valid driver's license with an acceptable driving record required to operate company vehicles
- Excellent oral and written communication skills
- Must be detail-oriented and extremely organized
- Ability to work independently and also with a team
- Funeral home industry experience not required

BENEFITS OFFERED

- Competitive salary
- Set schedule
- Practical education and training provided with the utmost care

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

Please include "Funeral Assistant/Greeter Application" in the subject line.