



O'DONNELL
CREMATIONS • FUNERALS • CELEBRATIONS

Funeral Apprentice

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.

RESPONSIBILITIES

- Direct support of funeral directors and families before, during, and after services including greeting and assisting all guests
- Providing in-person and phone-based customer assistance such as greeting visitors to the funeral home in a warm and effective manner, receiving first notification of death from family members and medical personnel; receiving information and assisting families, clergy, external organizations, and internal departments
- Communicating information to necessary recipients in a timely manner and ensuring communication is documented in case files appropriately
- Utilizing web-based creation and editing software, and other computer programs
- Direct contact with the deceased including assisting in the checking in of the deceased for visitations and services, at times assistance with placing jewelry, clothing, and personal effects
- Assisting with visitations and services including preparation and set up

QUALIFICATIONS

- Enrolled or soon-to-be enrolled mortuary student
- Compassionate, detail-oriented, and emotionally mature
- Valid driver's license
- Willingness to exceed client family expectations with superior customer service and to be a part of a team

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 Apprentice Application" in the subject line.