



O'DONNELL
CREMATIONS • FUNERALS • CELEBRATIONS

MA-Licensed Funeral Director

FULL-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

- **Family Arrangements:** Meet with grieving families to discuss funeral arrangements, understand their preferences, and provide guidance on available services and pricing
- **Coordination of Services:** Arrange and coordinate funeral services, viewings, cremations, life celebrations, and burials
- **Transportation Arrangements:** Coordinate the transportation of the deceased from the place of death to the funeral home (no night transfers)
- **Support and Follow Up Services:** Offer emotional support and guidance to grieving families, providing resources for grief counseling and other support services as part of our Full Circle Aftercare
- **Documentation and Compliance:** Prepare and file all necessary legal documents, including death certificates and permits, ensuring compliance with local, state, and federal regulations
- **Consistent Attendance:** Daily morning staff meetings and monthly full staff meetings

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

Please include "Funeral Director Application" in the subject line.

QUALIFICATIONS

- Degree from an accredited mortuary school or college of mortuary science
- Massachusetts Funeral Directors license or reciprocal ability
- Valid driver's license with an acceptable driving record required to operate company vehicles
- Great communication etiquette and interpersonal skills with ability to work in a team
- Proficiency with technology
- Impeccable attention to detail and a high sense of urgency in task fulfillment

BENEFITS OFFERED

- Relocation and housing assistance
- 401K matching
- Paid time off
- Professional development tuition
- Quarterly bonus opportunities based on performance
- Health and dental benefits
- Occasional free breakfasts and lunches
- Transportation reimbursement (gas card)
- Annual team outings and celebrations
- Annual salary range based on experience \$65,000-\$85,000