



TWIN CITIES TRADE SERVICES

WHEN EVERY DETAIL MATTERS

1904 Vermillion Street
Hastings, MN 55033
612-219-3125
tctradeservices.com
office@tctradeservices.com

ABOUT US:

Twin Cities Trade Services is dedicated to providing exceptional care and support services to funeral homes in and around Minnesota. We are looking for a compassionate and driven Funeral Director or Transfer Care Specialist to join our team and assist with the coordination of decedent transfers, ensuring a seamless experience for our partners.

Position Overview:

As a Funeral Director or Transfer Care Specialist, you will be responsible for managing and facilitating the safe and efficient transfer of decedents between facilities, ensuring all needs are met and communication is clear. This role requires strong organizational skills, a commitment to decedent care, and the ability to work collaboratively with both internal teams and external partners.

Key Responsibilities:

- Coordinate the transfer of decedents between facilities, including hospitals, rehabilitation centers, nursing homes, assisted living communities, funeral homes, residential homes, etc.
- Communicate with our partners, family members, and team members to ensure all transfer details are accurately recorded and clearly understood.
- Collaborate with our team and our partners to ensure smooth decedent transfers.
- Verify and confirm transfer details, transfer requirements, and other necessary documentation before transfer.
- Maintain a high level of professionalism in all aspects.
- Assist in troubleshooting any issues that arise during the transfer process, offering solutions and alternatives to ensure smooth, efficient decedent care.
- Provide support to partners and families by addressing concerns or questions related to the transfer process.
- Track and document all transfers, ensuring compliance with state regulations and company policies.

Qualifications:

- Minnesota Funeral Director or Transfer Care Specialist License.
- Previous experience with decedent care coordination preferred.
- Strong organizational, multitasking, and problem-solving skills.
- Excellent communication skills, both verbal and written.
- Ability to work effectively with our partners, patients, and families.
- Knowledge of funeral service and transfer procedures is a plus.
- Proficiency in using management software and databases.
- Ability to handle sensitive situations with professionalism and discretion.



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Benefits:

- Competitive salary and benefits package.
- Health, dental, and vision insurance options.
- Paid time off (PTO) and holidays.
- 401K matching after 1 year.
- Ongoing professional development and training opportunities.
- Collaborative and supportive work environment.

Job Type:

Full-time

Pay:

\$65,000.00 – \$85,000.00 per year depending on experience.

Schedule:

- On call

Ability to Commute:

- Hastings, MN 55033 (Required)

Work Location:

In person

Email resume to Katie Starkson at katie@starksonfamily.com and Michael Wise at michael@starksonfamily.com