WE ARE HIRING!

Role: Receptionist & Administration Superstar

Term: Permanent

Type: 22 hours/week

Pay: From CA$22-$24 per hour

Schedule: Tuesday – Friday (4 days/week) from 10 am – 3:30 pm and periodic vacation coverage

SMITH'S FUNERAL HOMES

This is your opportunity to make a real difference when people are experiencing one of life's most difficult moments…the death of a loved one.

Job Description:

Our administrative/support team is growing! Our family-owned and operated business is dedicated to supporting families in their time of need and helping individuals plan for the future.
We operate in a fast-paced environment and are looking for someone with excellent organizational, computer and communication skills, superb attention to detail and multi-tasking skills, and a sensitive and compassionate attitude.

Duties Include:

- Receiving and directing a high volume of calls including a multi-line switchboard
- Ensuring client families are well taken care of and supported throughout all means of interaction and communication (in person, over the phone and via email)
- Extensive data entry and administrative duties (printing legal documents, stationery, photocopying, faxing, etc.) which require advanced computer skills and learning our computer management software program
- Greeting and welcoming people, periodic assistance with visitations, services and other events
- Working cooperatively and with sensitivity in a "team" environment

The ideal candidate will have a minimum of 1 year of experience in a professional receptionist capacity, with excellent written, verbal, interpersonal and computer skills and a calm, gracious and receptive telephone manner, and remain calm under pressure. Due to the nature of our business, the successful applicant will possess the compassion and understanding needed for this environment.
Starting salary is dependent on experience. No phone calls please. We thank all those who apply, but only applicants selected for an interview will be contacted. Smith's Funeral Homes welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Please email your cover letter and resumé to jen@smithsfh.com. No phone calls please.