



5195 Lexington Road  
Athens, GA 30605  
(706) 543-1076  
athensmemorygardens.com

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## Administrative Assistant (Cemetery Office) Job Description

We are seeking a reliable and professional Administrative Assistant to join our cemetery office team in a part-time capacity. This role is essential in supporting daily operations while providing compassionate service to families.

### Responsibilities:

- Answer and direct incoming phone calls in a courteous and professional manner
- Assist with taking and processing payments
- Maintain accurate filing systems (both digital and paper)
- Schedule appointments and coordinate calendars
- Greet visitors and provide general information and assistance
- Support administrative tasks as needed to ensure smooth office operations

### Qualifications:

- Strong communication and customer service skills
- Organized, detail-oriented, and dependable
- Ability to handle sensitive situations with professionalism and empathy
- Basic computer skills (email, scheduling, data entry)
- Previous office or administrative experience preferred

### Other:

- Pay based on experience
- Three-day work week
- Workday hours: 9 AM - 5 PM

### Action:

Please provide a resume and references:

In-person or via mail at:  
Athens Memory Gardens  
5195 Lexington Road  
Athens, GA 30605

by email to [tfuller@athensmemorygardens.com](mailto:tfuller@athensmemorygardens.com)  
(Attention: Tabitha Fuller)