
ADMINISTRATOR

IF YOU ARE THE BEST CANDIDATE FOR THIS POSITION YOU MUST CALL 412-265-6238.

PLEASE NOTE- BACKGROUND CHECK REQUIRED!!!

Fulfill your purpose while helping a leading funeral home accomplish its mission. We are seeking a **tech-savvy, computer proficient, team player who is focused on accuracy and preciseness**. Person must be able to complete multiple tasks in a fast-paced environment.

Duties include: Working closely with COO, Type with accuracy, Answering Phones, Data Entry, Tracking Inventory, Scanning, Filing, working with clients.

Pay range is \$13 to \$16 per hour based on experience plus benefits. This is a full-time position.

Coston Funeral Homes, Inc. is an employee first company. Our mission is to provide personalized premier family care. This position is integral to ensuring our clients receive premier service. Established in 1963, the company is owned and operated by a third generation family.

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