

Receptionist

**IF YOU ARE THE BEST CANDIDATE FOR THIS POSITION YOU MUST EMAIL RESUME TO
bcriswell@cagememorial.com**

Fulfill your own purpose while helping a leading funeral home in Chicago accomplish its mission. **We are seeking a FRIENDLY, ATTENTIVE, DETAIL ORIENTED, RESPONSIBLE, SELF-DISCIPLINED, ORGANIZED, TEAM PLAYER who is willing to learn and a desire to serve families.**

Duties include: Answering phones in a friendly, positive attitude, returning phone calls and customer inquiries, accepting and logging all deliveries, welcoming guests and directing them to the correct location, data entry in funeral home software and google calendar, ordering office supplies, performing various clerical tasks.

Pay range is \$15 to \$17 per hour. This is a full-time position.

Required education:

- High School Diploma or equivalent. Business school or college degree preferred.

Required experience:

- Customer Service
- Data Entry
- Clerical

Cage Memorial Chapel is an employee first company. Our mission is to provide personalized premier family care. **This position will allow you to interact with families, assist the office staff and gain meaningful experience in the funeral industry.** Established in 1977, the company is family owned and operated.

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