



Rosehill Cemetery, located in southwest Edmonton, is seeking a:

Cemetery Operations Manager/Family Advisor.

Cemetery Operations Manager/Family Advisors are responsible for overseeing the day to day operations of the cemetery in addition to meeting with families. As a Cemetery Operations Manager you are responsible for overseeing the grounds crew who maintain the cemetery; working with the Director of Cemeteries on capital planning, budgeting, and advertising; as well as overseeing the daily operation of the cemetery. The Family Advisor component involves meeting with families and offering information on burial/cremation options, monuments, burial vaults, urns and other forms of memorialization. Family Advisors are also responsible for computer data entry related to cemetery record keeping.

This fulltime position is available April 1, 2019.

Hours of work are Monday – Friday 8:00 a.m. – 4:00 p.m. (7.50 Hours) with the occasional Saturday.

The successful candidate must be compassionate, possess excellent customer service skills. have exceptional communication skills and the ability to work unsupervised. Management experience in Funeral Service or Cemetery Operations is required with a minimum of 5 years' experience in funeral/cemetery service.

As an employee of the Eparchy of Edmonton you will receive:

***Competitive Salary**

On-site Training

***Pension and Health/Dental/Vision Benefits**

***Work/Life Balance**

Please forward cover letter, resume, salary expectation, and any questions to:

Eparchy of Edmonton

Attn: Marc Turgeon – Director of Cemeteries

mturgeon@edmontoneparchy.com

Position Search closes on March 1, 2019