

Administrative Assistant

St. Michaels Cemetery
East Elmhurst, NY 11370

Job details

Pay

From \$22-24 per hour

Job type

- Full-time

Number of openings for this position

- 1

Schedule

- 8 hour shift
- Weekend availability
- Tuesday – Saturday
- Day shift

Benefits

- Excellent benefits package including
- Paid Health Care
- Paid Dental Care
- Matching Retirement Savings
- Paid Sick and Vacation Time
- Paid Holidays

Job description

- HS Diploma/Associates degree preferred
- 2-4 years' experience in an administrative positions
- Familiar with MS Office Suite
- Excellent communication and presentation skills
- History of detailed, accurate record keeping

- Superior customer service and problem-solving skills
- Must be able to exhibit patience compassion, empathy and competence when engaging grieving families
- Ability to work weekends, and holidays to accommodate funerals when needed
- Computer Software experience a plus
- Must be fluent in English
- Bi-lingual in Spanish, Greek, Italian or Chinese a plus

Physical Requirements:

Standing, walking, bending, stooping and the lifting of cemetery records, registers and other items up to 25lbs. are required by the position. Must have the ability to work in a fast-paced environment while checking in funerals and cremations.

Work Remotely

- No

Hide

Supplemental pay

- Bonus pay

Work location

- One location