



Part-Time Administrative Assistant

Job Details

Pay

- Approximately \$22-24 per hour

Job Type

- Part-time

Number of openings for this position

- 1

Schedule

- Weekend availability possible
- Day shift

Job description

- High school diploma/ Associate's Degree preferred
- 2-4 years' experience in an administrative position
- 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

Work location

- One location