

Job description

Job Summary: The Administrative Assistant's role is accountable for performing a variety of administrative related tasks to ensure the funeral home runs smoothly and the expectations of the families we serve and their guests are exceeded.

Tasks:

- Works in direct support of the funeral directors as assigned
- Serve individuals and families with high standards of professionalism, dignity and respect
- Greet and assist all visitors and their guests.
- Answer inbound telephone calls, give accurate information to callers, route calls to the appropriate person and place outgoing calls for the business.
- Schedule appointments for the business.
- Compose and type correspondence as needed.
- Printing of all funeral service stationery items.
- Compose and type obituaries.
- Input data into forms and various computer systems accurately, completely, and timely manner.
- Complete tasks by a strict inflexible deadline.
- Perform all other office tasks.
- Complete special projects as assigned.

Qualifications:

- High School Diploma or equivalent.
- Valid Pennsylvania Driver's License.
- Previous experience in office administration or other related fields.
- Effective and professional communication skills (written and verbal) and the ability to resolve and respond to issues in a professional manner.
- Ability to prioritize and multitask.
- Strong attention to detail, proofreading and follow-through.
- Strong organizational skills.
- High degree of overall computer proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Publisher, and Adobe).
- High level of creativity.
- Proficiency with multi-line phone systems and general office equipment.

Physical Requirements:

- Must be able to sit for long periods of time while using the PC, telephone, and other associated office equipment.
- Must be able to lift up to 50 lbs. occasionally.
- Must be able to bend, stoop, and reach to stock and retrieve items necessary to business.

Schedule:

Work 7 days, off 2 days, work 3 days, off 2 days

Job Type: Full-time

Salary: \$18.00 - \$22.00 per hour

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Employee discount
- Health insurance
- Health savings account
- Paid time off
- Referral program
- Vision insurance

Schedule:

- Day shift
- Holidays
- Overtime
- Weekend availability

Experience:

- Customer service: 2 years (Preferred)
- receptionist: 2 years (Preferred)
- Microsoft Office: 3 years (Preferred)

License/Certification:

- PA Drivers License (Required)