

**Conley Funeral Home currently has an opening for a Funeral Director/Embalmer in our Fort Qu'Appelle and Wolseley, SK locations, with travel to our surrounding locations. This is a opportunity to be part of a friendly small town and privately owned funeral home.**

**General Responsibilities:**

**This position interacts directly with client families during their time of need. They will be responsible for creating and maintaining a high level of client family satisfaction, while being culturally sensitive.**

**Help families plan funeral services, memorial services, cremation or cemetery services.**

**Embalming and preparing bodies, placing obituary notices on our website and Facebook page, and handling all legal paperwork.**

**Taking First Calls and doing transfers of decedent and attend Coroner's calls with utmost dignity and respect.**

**Requirements and Qualifications:**

**Must have a valid SK Funeral Director/Embalmer license or the ability to reciprocate license from another province, or completing internship.**

**Full understanding of all aspects of funeral service.**

**Excellent interpersonal and communication skills to interact with families during time of need and create and maintain a premier level of client family satisfaction.**

**Proficient with computers and technology with knowledge of MS Office Tools.**

**Ability to manage a caseload while creating an exceptional customer experience.**

**Excellent driving skills and record - A valid driver's license is a mandatory requirement for this position.**

**Ability to lift 50 lbs or more.**

**Excellent attention to detail and consistently high level of accuracy.**

**Good interpersonal and communication skills including verbal, written and presentation.**

**Exemplifies values of integrity, trust, teamwork and excellence.**

**Strong organizational skills and the ability to manage multiple tasks simultaneously.**

**Please send resume in confidence to [conleyfuneralhome@sasktel.net](mailto:conleyfuneralhome@sasktel.net) or contact 306-746-1000 for any other questions.**