



JOB OPPORTUNITY

Location Manager Sallows & McDonald, Wilson & Zehner Funeral Home North Battleford, SK

An exciting opportunity exists for a Location Manager in North Battleford, SK

Manages and coordinates the operational activities of a funeral home. Ensures the highest quality services and products, to satisfy the need of any client family, to maximize budgeted profit plans for the location, and maintain a positive employee relations atmosphere.

General Responsibilities:

- The successful candidate will be responsible for managing all aspects of the location.
- Supports Sales as necessary requiring an understanding of JD Powers
- Assists with some accounting processes
- Pulls monthly reports from reporting site and create stack ranking reports for key performance indicators
- Services customers by interacting with families in a professional and compassionate manner
- Uses customer feedback in conjunction with Sales to improve location administration and strengthen individual associate performance
- Practice and promote teamwork among location staff
- Provide forward marketing, community involvement and quality assurance
- Other tasks as assigned by the Market Manager

Requirements & Qualifications:

- *Must have a minimum of 5 years' experience as a licensed Funeral Director & Embalmer*
- Minimum 2 years management or supervisory experience.
- Knowledge of MS Word, Excel and Outlook
- Ability to be involved in the community
- Excellent interpersonal, organizational and communication skills

Interested applicants should forward their resume and cover letter to:

phil.fredette@sci-us.com by **Friday October 15, 2021 at 5PM PST**

We thank all applicants in advance but only those selected for an interview will be contacted. This job opportunity is open to internal and external candidates and the most qualified applicant will be selected.