



**Embalmer
Hillcrest Funeral Home and Park Funeral Home
Arbor Memorial Inc.**

Hillcrest Funeral Home and Park Funeral Home are located in Saskatoon, Saskatchewan and are proud to be a part of Arbor Memorial, one of Canada's leading funeral home and cemetery providers with over 140 locations coast to coast.

We are currently recruiting for a **full-time Embalmer** for our Hillcrest and Park Funeral Homes.

Become part of Canada's fastest growing region today and experience Saskatoon's beauty and adventure.

There are endless advantages to living in Saskatchewan's largest city. Saskatoon has the lowest tax rates in the country and more days of sunshine than any other major Canadian city. Saskatoon is an outdoor paradise with a number of activities including hiking, skiing, snowboarding, skating, cycling or walking and sightseeing in your own backyard.

The successful candidate will be responsible for:

- Arranges the transfer of the decedent from the place of death and/or goes to place of death and performs the transfer.
- Ensures proper identification of decedents by checking institutional documentation and applying the Arbor identification bracelet.
- Prepares the decedent according to the wishes of the survivors and requirements of the law including transferring the decedent from stretcher to preparation table, washing, arterial and cavity embalming or basic preparation. Clothing the decedent and transferring the decedent from the preparation table to casket.
- Maintains the preparation room by performing sanitation and organization activities, cleans and maintains linens and ensures inventory such as chemical, sundry and personal protective equipment within the preparation room is maintained. Completes purchase orders for required inventory and submits to management for approval.
- Completes and maintains all related documentation, including but not limited to embalming reports and decedent logs.
- Arranges the transfer of the decedent to and from the crematorium.
- Ensures all legal and ethical requirements are communicated to the staff and fully adhered to.
- May be required to work outside of regular business hours.

Other duties may be assigned as required, in addition to the principal duties and responsibilities outlined above. Management reserves the right to change schedules and hours of work with appropriate notice

Knowledge, Skills and Abilities required for this role:

- Possesses a Saskatchewan Embalmers License or Saskatchewan Dual Funeral/Embalmer License.
- Demonstrates active community involvement and establishes a positive profile of the Funeral Home within the community.



- Self-motivated with the ability to work effectively independently or as part of a team.
- Excellent attention to detail and consistently high level of accuracy.
- Exceptional interpersonal and communication skills; verbal, written and presentation.
- Demonstrated strong customer service skills with the ability to partner with all levels of the organization.
- Exemplifies Arbor's values of compassion, integrity, trust, teamwork and excellence.
- Assumes ownership of 'product' – i.e. thoroughly believes in what Arbor is, and what we offer.
- Excellent knowledge of Funeral Home procedures and business practices including Brand You and Funeral Home Procedures Manuals.
- Strong organizational skills and the ability to manage multiple tasks simultaneously.
- Continually better oneself via literature, professional educational seminars, etc.
- A valid driver's license is a mandatory requirement for this position.

If you are interested in applying for this position or know someone who may be qualified and interested, please email your resume and cover letter to:

Patrick Brown, Funeral Home Manager

Email: PaBrown@arbormemorial.com

Please quote “ Embalmer” in the subject line.

We appreciate your interest, and advise that only those selected for an interview will be contacted.

Completion of satisfactory business references, background checks (credit, criminal), employment testing and proof of education are essential conditions of employment

Arbor Memorial Inc. is an Equal Opportunity Employer and is committed to fostering an inclusive and accessible work environment. If you are contacted for an interview and/or testing and require accommodation, please contact the Human Resources Department.