

**Funeral Director/Embalmer  
Saskatoon, SK**

An exciting opportunity exists for a licensed funeral director / embalmer at Mourning Glory Funeral Services in Saskatoon, SK.

**JOB RESPONSIBILITIES**

- Provides customer service in all areas of funeral arrangements, cremation ceremonies and interment to assist families following the loss of a loved one.
  - Performs on-call responsibilities including: taking first calls, talking with families, answering questions, providing initial details and conducting transfers.
  - Supervises and cares for the deceased in a respectful manner while performing a variety of tasks such as: verifying identification; obtaining authorization for embalming. embalming; dressing, styling hair and/or applying cosmetics; preparing cremated remains
  - Arranges and conducts funeral and memorial ceremonies in a professional, organized and caring manner consistent with company policies and procedures.
  - Negotiates and enters into funeral contracts.
  - Handles contracts, legal documents and collection of payment in accordance with company policies.
  - Ensures client families are informed of special recognition/services available for Veterans and ensures the delivery of selected recognition/services.
  - Arranges for the interment or cremation of human remains.
  - Confirms authorization to proceed with the service arrangements.
  - Supervises/assists in funeral services by: supervising the parking of cars; ushering; driving funeral vehicles; assisting at chapel and church services; assisting at the cemetery; delivering of flowers, caskets, urn, photos and other personal keepsakes or mementos of client families; setting up and removal of chairs; and participating at special functions.
  - Ensures adherence to all applicable professional and provincial licensing authority regulations and rules.
  - Provides aftercare in absence of Family Service Counsellor.
  - Ensures potential pre-need referrals are shared with Family Service Counsellors.
  - Prepares and accurately completes documents and online entries related to services, cremations, maintenance.
  - Retains heritage and grows market share through active involvement with community, religious and other organizations.

**Experience**

- High school diploma or equivalent
- Two years directly related experience as a funeral director/embalmer preferred, however may also consider an apprentice
- Valid driver's license

**Knowledge, Skills and Abilities**

- Basic knowledge of religious and fraternal organizations customs.
- Knowledge of computers and some software including MS Office products required
- High level of compassion and integrity
- Good communication skills
- Problem solving skills
- Ability to multi task and set priorities
- Detail oriented

Apply with resume and cover letter to:  
Jonathon Rolleman, General Manager SK North  
[Jonathon.Rolleman@Dignitymemorial.com](mailto:Jonathon.Rolleman@Dignitymemorial.com)