



**Funeral Director and Embalmer  
Regina Funeral Home and Cemetery  
Arbor Memorial Inc**

Regina Funeral Home located in Regina, Saskatchewan, is currently recruiting for a full-time Licensed Funeral Director/Embalmer. Consideration would be given to an individual who is currently enrolled in a recognized Funeral Service Program.

We are a full-service provider located on the grounds of our cemetery and with a crematorium onsite.

**The successful candidate will be responsible for:**

- Arranges, coordinates and directs funeral ceremonies.
- Meets and surpasses the needs and expectations of the families we serve.
- Maintains active involvement within the community and is committed to building and establishing effective relationships and rapport.
- Supports the Funeral Service Department's vision of technology integration by understanding the role technology plays in the funeral home's success.

**Knowledge, Skills and Abilities required for this role:**

- Possesses a Funeral Director and Embalmer license and has experience as a licensed funeral director or apprenticeship.
- Possesses the ability to perform transfers and has the skillset to complete embalmings independently.
- 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 no later than **April 8, 2022** to:

**Jeff Weafer, Funeral Home Manager**

Email: [jweafer@arbormemorial.com](mailto:jweafer@arbormemorial.com)

**Mallory Coates, Assistant Funeral Home Manager**

Email: [MaCoates@arbormemorial.com](mailto:MaCoates@arbormemorial.com)

*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.*