

F. GREED & SONS

FUNERAL DIRECTORS ~ EST. 1861

F. Greed & Sons Funeral Directors are looking for a special person to be part of our Funeral team.

Position: Full Time – Office Administrator, Arranging and Funeral Directors Assistant.

Roles include: To assist in the operating of all funeral activities including, working after hours and weekends, transfer of deceased persons, mortuary assistance, funeral arranging, coordinating and administration, funeral directors assisting at funerals, driving vehicles, maintaining our vehicles and facilities and working in a team.

Selection Criteria:

- Ability to work flexible hours (weekdays and weekends).
- Emotional maturity to work within a funeral industry.
- Ability to work as part of a dedicated team.
- Communication and time management skills.
- Customer service skills and good communication skills.
- Particular attention to detail.
- Strong computer skills.
- Sensitivity to grieving people.
- Must have a current Victoria driver's licence.
- All applicants will be required to undergo a police check.

Applications close December 21st

Please forward CV, current photo of yourself and applications to
Employee Position C/o F. Greed & Sons PO Box 17 Hamilton Vic 3300