

Funeral Director Assistant

As the National Military Cemetery of Canada, our every-day is dedicated to delivering high-quality service to honor our ancestors and set a precedent for future generations; we are Beechwood Funeral, Cemetery and Cremation Services. Located on Beechwood Avenue in Ottawa, we operate on a not-for-profit basis and provide funeral, cemetery, and cremation services.

We are excited to be growing our team and we are looking for a **Funeral Director Assistant**.

Our Values:

Beechwood is guided by the following core values in its relations with families, partners, stakeholders, and employees.

- Integrity
- Professionalism
- Service Excellence
- Dignity and Respect
- Empathy, Sensitivity and Compassion
- Open, Honest and Transparent Communication

Funeral Director Assistant

(Temporary/Part-time Bilingual Opportunity)

JOB SUMMARY

Reporting to Beechwood's Manager of Funeral Services, the Funeral Director Assistant is responsible to support and help the Funeral Director.

KEY RESPONSIBILITIES:

- Articulate and demonstrate Beechwood's Mission, Vision and Values both internally and externally;
- ON call basis, may be contacted on a short notice to complete work;
- Respond to any enquiries asking by the Funeral Director;
- Greeting people when they come in and direct them to the appropriate location;
- Capable to lift and carry objects heavy at times;
- Knowledgeable in audio and computer system;
- Present a positive image of the organization to all visitors.

QUALIFICATIONS:

- Secondary school diploma (Required);
- Excellent communication skills with families, staff and community professionals;
- Demonstrated ability to prioritize and multitask;
- Calm personality and capable to react in different situations;
- Good judgment, strong interpersonal and organizational skills;
- Valid Driver Licence;
- Team player;
- Empathy and respect.

If you are interested in the above opportunity, please apply directly to Isabelle Gallen, Manager of Funeral Services, via email at: igallen@beechwoodottawa.ca

We thank all applicants for their interests in Beechwood Funeral, Cemetery and Cremation Services but we will only contact those selected for an interview. No telephone calls please.

Thank you.

280 Beechwood Ave, Ottawa – 613-741-9530 – beechwoodottawa.ca
Owned by the Beechwood Cemetery Foundation and operated by
The Beechwood Cemetery Company

