

# **INDEPENDENT FAMILY OWNED AND OPERATED FUNERAL HOME IN EAST TENNESSEE IS SEEKING A LICENSED FUNERAL DIRECTOR/EMBALMER**

## **Duties/Responsibilities:**

Assisting families with planning funeral/memorial services. This includes contacting ministers, churches, cemeteries, military honors, fraternal organizations, and newspaper notices, also responsible for obtaining vital statistical information for all necessary documents.

Directing and overseeing funeral/memorial services.

Preparation room responsibilities will include embalming, dressing, preparing deceased for viewing for burial or cremation, and casketing of deceased.

Responsible for setting up equipment for funeral/memorial service including, chapel, church, graveside, etc.

Make removals and work on-call schedule including rotating nights and weekends.

## **Education/Experience/Required Skills:**

Tennessee Funeral Director and Embalmer licenses, with 3 – 5 years of experience preferred.

Proficiency in overall computer skills and working knowledge of Word, Excel, etc. and funeral related software used for case files, Knowledge of video production a plus.

Valid Tennessee driver's license.

Must pass background check and drug test.

## **Compensation:**

Competitive pay based on experience with bonus plan.

**Forward resume to: [hydrolman@aol.com](mailto:hydrolman@aol.com)**