

## Career Opportunity

There are many great jobs out there these days. Jobs that promise great pay, or strong benefits; perhaps they offer a great work environment and a positive team atmosphere. Some might even offer a pension contribution scheme or an opportunity for advancement.

But...how many offer all of this, plus the opportunity to gaze upon these



scenic vistas on a regular basis?



Topped off with the opportunity of an annual week at a Caribbean resort and it's pretty clear to see that this is not just a regular job posting but a lifestyle change.

The possibility of belonging to any number of active and involved service clubs to give back to the community, athletic and recreational opportunities both organized and casual for all ages in all seasons, countless volunteer opportunities and the ability to make a difference on a

**daily basis is accompanied by a great work schedule that allows time to enjoy all of the above.**

**If this is of interest to you, you need to reach out right now because if you don't someone else might beat you to it.**

## **About us**

Ballard Minor Funeral Home and Cooper Funeral Home are two small town funeral homes owned by Cooper Funeral and Bereavement Services Limited. These two funeral homes combined serve over 150 families per year and emphasis is placed on exceptional service to, and compassionate care for, all those we serve.

Cooper Funeral and Bereavement Services, owner of Ballard-Minor Funeral Home, located in the town of Dunnville, Ontario and Cooper Funeral Home located in the town of Jarvis, Ontario is seeking an experienced **Funeral Director - Class 1** with a minimum of 2-5 years of experience for immediate, full time, temporary employment for coverage of a medical leave of absence.

## **Responsibilities:**

The Funeral Director is responsible for arranging and directing meaningful funerals by presenting creative and personalized options, creating an outstanding level of client family service and satisfaction. The successful candidate is a self-starter, works independently and effectively as part of a team and has exceptional communication and customer service skills. The Funeral Director will actively participate in the continued growth of the local market for this funeral home.

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

- All tasks associated with Funeral Director – Class 1, including, but not limited to arranging, directing and coordinating funeral services, visitation coverage and embalming. The successful candidate must:
- Be willing to relocate to or reside at a location amenable to management, maintain active involvement within the community and remain committed to building and establishing effective relationships and rapport.
- Meet and surpass the needs and expectations of the families we serve.
- Be willing to work in multiple locations
- Be willing to work on a scheduled basis with on-call requirements
- Possess a valid driver's license (minimum class G)

### **Required Knowledge, Skills & Experience:**

- Graduate of a recognized funeral service education program and holds a valid Ontario Class 1 Funeral Directors License
- Current knowledge and understanding of the F.B.C.S.A. and funeral home compliance
- Proficient knowledge of Microsoft Office – (Word, Excel, Outlook), and funeral service software, or the ability to become so in short order
- Effective time management and organizational skills
- Excellent communication skills, both verbal and non-verbal
- Ability to positively contribute to the team by communicating effectively and professionally with all team members, management, vendors and client families

### **Success in this role means:**

- Being independently driven and self-motivated; a self-starter who is proactive and competent
- Having excellent client service skills and a professional demeanor
- Being organized and a solid multi-tasker, conscientious with high attention to detail
- A professional demeanor and ability to juggle multiple priorities
- Being an effective team player with positive leadership skills
- Ability to display empathy and sensitivity when required and to be confidential about issues with which you are dealing.

### **Compensation Package includes:**

- Competitive salary, commensurate with experience
- Annual matching RSP plan
- Full medical and extended health benefit package
- Access to a VIP/Privilege stay at a Caribbean resort annually
- A flex schedule that averages between 25 and 40.5 hours per week
- Membership dues for a service club or clubs of your choice, if desired
- Annual License fee
- Access to CE credits through membership in multiple professional associations

**Reply in strictest confidence to [ian@cooperfuneralhome.ca](mailto:ian@cooperfuneralhome.ca) with resume.**