

## CAREER OPPORTUNITY

### MANAGER OF FUNERAL SERVICES

#### POSTING FOR INTERNAL AND EXTERNAL CANDIDATES, February 22, 2022

**Little Lake Cemetery Company** has an immediate opening for the position of **Manager of Funeral Services** to join our team. Reporting to the President/ CEO, the successful applicant will be based out of Peterborough and will oversee the operations of the Funeral Services division which is composed of three funeral homes and a transfer service operating in the Peterborough and Kawartha Lakes region. This role works closely with the Manager of Cemetery Services to ensure seamless service to the families we serve. The successful applicant will require strong leadership abilities, a wide array of proven business and customer service skills and a value system which aligns with Little Lake's culture and mission.

#### REQUIREMENTS

- Valid Ontario Funeral Director's license
- Minimum of 5 years experience as a licensed Funeral Director
- Minimum of 2 years Manager, Assistant Manager, Senior Funeral Director or equivalent experience
- Proficiency in Microsoft Office applications and database software
- Strong understanding of financial and business operations – completion of business courses an asset
- Excellent verbal and written communication skills
- Valid Ontario Drivers License with clean driving record

The candidate must have excellent customer service skills, a strong work ethic, maintain a high level of professionalism and be able to work independently. This outgoing individual will focus on building relationships both internally and externally while networking within the communities we serve. Adapting to the ever-changing marketplace and the trends within the funeral industry with a focus on technology is vital to success in this position. Applicants are encouraged to review the full job description which is available at: [www.highlandparkfuneralcentre.com](http://www.highlandparkfuneralcentre.com).

Little Lake Cemetery Co. offers a competitive salary and exceptional benefit package with a company matched pension program. If you are looking for a new opportunity, please send your cover letter, resume with salary expectations by March 15<sup>th</sup> via email to: [jbelk@highlandparkfuneralcentre.com](mailto:jbelk@highlandparkfuneralcentre.com).

Little Lake Cemetery Company is a not-for-profit company based in Peterborough, Ontario, administering two large cemeteries and a crematorium in addition to its funeral division. It is committed to being a progressive leader in the bereavement sector by offering the most comprehensive range of services to the families we serve and the communities we impact.

We thank all applicants in advance and advise that only those selected for an interview will be contacted.

