

Full Job Description

The Funeral Director/Embalmer will be responsible for caring for the deceased in a respectful manner while performing a variety of tasks including, embalming, removals and transfers, cosmetology, dressing, hair styling, and any other preparation required for the deceased.

Salary Range

\$40,000 - \$55,000

Essential Functions and Competencies

- Ensures every client family is presented with all service and merchandise options.
- Acts to improve market share through participation in community events, groups and/or organizations and other community relationships as assigned by your supervisor.
- Carries out other projects/duties as assigned i.e. car washing, building/equipment repair, pre-need arrangement planning.
- Works on-call/first call, in rotation as assigned i.e. phone, face to face, at the hospital, hospice, residence.
- Initial transfers of decedents, embalms, dresses, cosmeticize, caskets and prepares deceased on as needed basis (per appropriate licensing) to the instructions obtained from the family.
- Meets with client families to listen, educate and arrange personalized funeral services and ensures their experience with the business is of the highest quality.
- Ensures proper paperwork, including permits and certificates are completed timely and in accordance with relevant laws and regulations.
- Conducts and attends funeral services regularly.
- Lead all post service follow-up as needed.

Required Education and Experience

- Must be licensed in MS or have the ability to become licensed in MS
- 2+ years of funeral industry experience
- Professional communication skills with experience handling sensitive situations.
- Knowledge of current federal, state, and local regulations related to the funeral industry.