Marlatt Funeral Home in Kent, WA has been family owned and operated since 1957. We pride ourselves in giving top-notch customer service to the families we have the honor to serve.

We are looking to expand our team with an experienced licensed Funeral Director and Embalmer to provide our families service in all areas of funeral arrangements, cremation ceremonies and interment. Director need to be able to implement choices made by the families and or legal next of kin regarding the funeral, final disposition of the body and memorialize of the deceased. Director will interact with families to fulfill all duties as applicable.

Job Responsibilities

* Coordinate and perform the removal of the deceased to the funeral home for preparation or refrigeration, embalming, dressing, casketing, apply cosmetics, and other related undertakings.
* Be able to lift 75lbs and push or pull more.
* Meet with families or legal next of kins to arrange services, verify identification and get authorization required for desired disposition.
* Preparations of the body, place obituary notices, selecting of caskets and urns, determine the location of services to held and time burial or cremation service, coordinate pallbearers, acquire religious documentation, transportation of deceased and families, plan placement of casket for viewings or chapel services, coordinate fixtures, technical equipment, and flowers.
* Complete funeral contracts. Handle payments and collection in accordance with funeral home policy. Confirm authorizations to proceed with selected funeral arrangements.
* Embalming, dressing, casketing and cosmetizing of deceased.
* Directs/assists funeral support team as needed for service in performance of duties during service and after care services.
* Directs/assists pallbearers in moving and placing off casket for services and cemeteries. Lead procession to churches and burial sites.
* Prepare the deceased for interment or shipping to other locations interstate and internationally.
* Parking cars, ushering, driving funeral vehicles.
* Assisting with funeral paraphernalia: mementos, photos, personal keepsakes, religious setups required for special religious functions.
* Ensure adherence to all applicable professional, municipal, provincial/state and federal licensing authority, regulations and rules.
* Inform manager if irregularity arise, or complaints.
* Complete all forms related to tasks assigned and or required.
* Other duties required as needed.

Education/Licenses

* High School diploma or equivalent
* Computer proficiency
* Valid Funeral Director and Embalmer Licenses in the State of Washington or reciprocal.
* Valid driver’s license and good driving record.

Experience

* Apprenticeship completed preferred.
* Experienced embalmer preferred.
* 2 years directly related experienced preferred.

Required Skills

* Knowledge of computers and some software including Microsoft word, and other Office products required.
* High level of caring, compassion, and principles.
* Good communication skills, and problem-solving skills.
* Professional appearance and hygiene very important.

**Estimated pay range**

This range is estimated for Funeral Director jobs in Kent, Washington at similar companies. Actual pay may be different. Provide feedback

**Base pay range**

$42,000/yr - $70,000/yr