**Licensed Funeral Director**

Wallin-Stucky Funeral Home and Evergreen Pet Cremation in Oak Harbor, Washington is looking for a full time licensed Funeral Director. The Funeral Director will oversee, direct, and coordinate all aspects of funeral services including visitation, services, burials, and cremations, while providing caring support and advice to families and friends of the deceased. Embalming license helpful but not required.**Strong preference someone to live within 20 minutes of funeral home.** (Relocation assistance available).

***Duties/Responsibilities:***

* Provides knowledgeable and caring support to family and friends of deceased; meets with family and/or friends of the deceased to discuss the nature and time of funeral arrangements to be conducted.
* Tactfully discusses the options and preference for disposition of the remains; addresses and explains the costs of the funeral with family and/or friends of the deceased.
* Coordinates practical arrangements for the funeral that are respectful, professional, timely, and sensitive. This may include transferring the body to the burial site, providing transportation of the family, or arranging visitations and services.
* Coordinates the transfer of the body or remains to the funeral home.
* Makes arrangements with cemeteries for scheduling, opening, and closing of facilities and gravesites, as necessary.
* Oversees the issuance of death notices, obituaries, and related paperwork to government agencies and preferred newspapers or other appropriate media.
* Operate crematory equipment (both human and pet)
* Able to be on call nights/weekends and holidays
* Performs other related duties as assigned.

## *Required Skills/Abilities:*

* Ability to manage distressing and stressful situations with sensitivity and care.
* Excellent verbal and written communication skills.
* Excellent interpersonal and customer service skills.
* Thorough understanding of laws related to funerals and funeral arrangements.
* Ability to promptly and accurately execute required legal paperwork.
* Intermediate computer knowledge

***Benefits:***

* Competitive Salary (24-28 hr)
* Medical/Dental
* Relocation assistance (if needed)

Please submit your resume to: Bryan@wallinfuneralhome.com