 

**OPPORTUNITY BULLETIN**

**PLEASE POST**

# **Licensed Funeral Director**

# **Purdy & Walters at Floral Hills**

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# **Lynnwood, Washington**

### We currently have an opportunity for a full-time Funeral Director at Purdy & Walters at Floral Hills in Lynnwood, WA. This position offers a great opportunity for a qualified candidate. Floral Hills is a high volume funeral home/combo location, looking for a competent director to join our team. Compensation is commensurate with experience. The following is the primary role of the director.

#### Principal Duties & Responsibilities

* Counsel with and coordinate desired arrangements with client families and other third parties to carry out selected funeral, cremation and cemetery arrangements and services.
* Maintain a JD Power score of 960 or above.
* Maintain knowledge of all products and services offered to client families including but not limited to; Dignity Plans, Benefits and HMIS+.
* Must be able to complete the physical demands as well as the mental demands of working in a high paced and highly sensitive atmosphere.
* Execute and finalize all financial arrangements for purchases of merchandise and services selected by the client, and secure payment for such merchandise and/or services in accordance with company policy.
* Required to direct/assist and coordinate funeral and interment services.
* Must be able to multitask and sustain a professional demeanor while serving multiple families at one time.
* Ensure that all required paperwork is complete in a timely and accurate manner.
* Must maintain necessary licensure and/or other certification to meet any local, state, or federal regulations.
* Must be able to obtain full licensure as a funeral director in the state of Washington within one year of hire date.
* Maintain knowledge of applicable company policies and procedures, and ensure they are carried out at all times.
* Must be flexible to work varying shifts both within and outside normal business hours in order to fulfill promise of being available to families 365 days a year 24 hours a day.
* Attend all required meetings as scheduled.
* Ensure that all required safety requirements and procedures are followed when performing any task.

The above duties are not intended to be an all-inclusive list of duties and responsibilities for this position, nor are they intended to be a listing of skills and abilities to do the job. The purpose is to describe only the general nature of the position.

### Send application and/or resume to Randy King, Location Manager at

[**RandallKing2@dignitymemorial.com**](mailto:RandallKing@dignitymemorial.com)

**In accordance with SCI Company Police, all applicants must notify their immediate supervisor before applying for this position.**