**OPPORTUNITY BULLETIN**

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March 2022

**Job Position Announcement:**

**Licensed Funeral Director**

**Sunset Hills Funeral Home & Memorial Park**

Peaceful place with beautiful views of downtown Seattle, downtown Bellevue, and the Olympic Mountains, Sunset Hills is the Premier Location in the Seattle Market serving our high-end clientele with utmost professionalism. We are looking for a dynamic, organized, licensed Funeral Director to join our team in assisting our families in performing life celebrations to remember.

**Principal Duties & Responsibilities**

* Counsel with and coordinate desired arrangements for client families and other third parties to carry out selected funeral, cremation and cemetery services.
* Must be available to work weekends and evenings and be able to respond to calls 24/7 when assigned as on-call director.
* Maintain a JD Power score of 980 or above.
* Maintain a complete knowledge of all products and services offered to client families and be able to explain the justifiable differences and benefits between each product and service offered; Knowledge of Dignity Plans and HMIS+ is a benefit.
* Maintain “Service Excellence” with knowledge and compassion.
* 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.
* Direct/assist and/or coordinate funeral and interment services.
* Make preparations and set up visitations, funeral and memorial services and receptions.
* Ensure that all required paperwork is complete and accurate in a timely manner.
* Maintain necessary licensure and/or other certification to meet any local, state, or federal regulations.
* Maintain knowledge of applicable company policies and procedures and ensure that they are carried out at all times.
* Attend all required meetings as scheduled.
* Ensure that all safety requirements and procedures are followed when performing any task.
* Attire - professional business attire required when in contact with families

**The above duties are a general description. They are not an all-inclusive list of duties, responsibilities, skills and abilities for this position.**

Interested candidates should send resume to Jess Wakefield – Jessica.wakefield@dignitymemorial.com

Resumes will be accepted until this position is filled.

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

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