

Funeral Service Assistant

Come join our Progressive, Combination Funeral, Cremation and Cemetery Service Firm in the growing St. Charles Region!

We are the leading, Multi-Generational Family Owned Firm in the **St. Charles Region** and we are accepting applications for a part time Service Assistant. Must demonstrate excellence in customer service and believe in the spirit of teamwork! We are a well established, family-owned firm, with multiple locations in a rapidly growing area.

We have a career opportunity for a **Part Time Days Funeral Service Assistant** within the St. Charles County area. We are seeking a well organized, detail oriented professional with effective time management skills. This individual will be responsible for greeting families, directing guests to appropriate areas, participate in the direction of ceremonies and services, monitor parking lots, assist funeral directors in set up of services, and perform other duties as assigned by Supervisor/Manager.

Requirements and Qualifications

- Strong verbal communication skills and good written communication skills.
- Ability to speak effectively with customers and employees of the company.
- Ability to work in a high pace high stress atmosphere with strong multitasking and organizational abilities.
- Ability to work a flexible part time schedule days as required for completion of assigned responsibilities, which includes working every other weekend and holidays.
- Must have a good driving record and have or be able to obtain a class E license

If you are interested and have a passion for helping others, please respond by emailing your resume to employment@baue.com.