



Calvary Catholic Cemetery Job Announcement

Posting Date: January 12, 2021

Application Deadline: Until Filled

Position: Receptionist/Office Clerk	FLSA Status: Non-Exempt
Minimum Requirements: High school diploma required. Some college coursework or equivalent classes preferred. At least six months of prior clerical or receptionist work. Proficiency with computer programs such as, Microsoft Word, Excel, and Outlook (or any email programs). Must be able to effectively communicate in-person, over the phone, and through email for cemetery inquiries.	
Start Date: Immediate	Location: Calvary Catholic Cemetery
Position Status: Full Time, up to 40 hours per week	Work Schedule: Mon-Fri., and as needed

Position Summary:

Provide customer service to visitors and assist Cemetery Family Service Representatives with clerical duties such as, but not limited to, taking phone messages, providing gravesite locations to visiting families and monument companies, and taking payments for cemetery services.

Essential Duties, Functions and Responsibilities:

 (complete job description available at the HR Office)

- Receive incoming phone calls and effectively relay messages to Family Service Representatives and management.
- Receive and process payments from families for open contracts in person, over the phone, and through statements received in the mail.
- Assist Family Service Representatives with clerical duties such as, but not limited to, filing items, placing information on a schedule, and organizing incoming information.
- Filing all necessary paperwork as instructed by management.
- Provide information to visiting families such as, but not limited to, location of gravesites, times of funeral services, and layout of the cemetery.
- Providing information to funeral homes and funeral directors such as, but not limited to, location of gravesites and times of funeral services.
- Keep inventory on office supplies and other key items such as, but not limited to, cemetery contracts, work order books, and receipts.
- Communicate with foreman by radio regarding incoming funerals and visiting families requiring guidance to a gravesite.

Additional Knowledge, Skills and Abilities, Certifications or Licenses:

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.

Resumes are Not Accepted. Employment Application is required for consideration.

For Employment Application, visit www.dioceseoflaredo.org

For additional information, please contact:

Office of Human Resources
Diocese of Laredo
1901 Corpus Christi St.
Laredo, Texas 78043
(956) 727-2140

Benefits include shared cost medical and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Unique opportunities to participate in staff spiritual retreats, Catholic Mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity.

Apply today.

We are the Diocese of Laredo!