



Calvary Catholic Cemetery

3600 McPherson Ave. Laredo, Tx 78040 (956) 723-6811 Fax: (956) 723-8726

Job Announcement

Posting Date: September 8, 2022

Application Deadline: Until Filled

Position: Family Service/Memorial Representative	FLSA Status: Non-Exempt
Minimum Requirements: High school diploma or higher preferred. At least 6 months experience with customer service or related fields, preferred. 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	Work Schedule: Monday-Friday, with occasional weekend work as necessary.

Position Summary: Provides customer service to families making burial arrangements, visitors, funeral directors, and monument dealers.

Essential Duties, Functions and Responsibilities: (complete job description available at the HR Office)

- Counsels families making “at-need” burial arrangements by preparing contracts to arrange location of gravesite and time of funeral service, along with other services.
- Filing all appropriate paperwork for completed burial services and/or headstones.
- Provides information to families and visitors for “pre-need” burial arrangements and/or headstones, such as, but not limited to: price of burial plot, price of burial services, how to start a contract for services, price of headstone, lettering.
- Preparing “pre-need” contracts for future burials and services and/or headstones.
- Taking payments for contracts and other services, and preparing receipts for such transactions.
- Inputting information of contracts and receipts into computer system.
- Provide locations of gravesites to visitors and monument dealers.
- May need to design niche plaque memorials for families purchasing urn niches or assist in the selection of headstones or monuments.
- Advise supervisor of complaints families or visitors may have.

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

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!

The diocese reserves the right to revise, rescind or extend this job announcement