

Company: Moles Farewell Tributes

About Us: Moles Farewell Tributes, a forward-thinking and innovative family-owned funeral home, has been dedicated to serving Whatcom County for over 130 years. Our commitment is encapsulated in the phrase "Caring for all families as we would our own." Join our compassionate team and be a part of our progressive approach to providing farewell tributes.

Benefits and Compensation:

- 401K with matching
- Paid Time Off (PTO)
- Paid Holidays
- Competitive Pay (Dependent on Experience)
- Overtime Opportunities

Work Schedule:

- Monday – Friday: 8 am - 4:30 pm
- Weekends by appointment
- On-call hours designated upon hiring

Qualifications (Including, but not limited to):

- Completion of a dual degree training program at an accredited mortuary college or technical school specializing in funeral and mortuary science as required by state/province law and as prescribed by each state board
- Typically requires a minimum of 2 years of experience in a funeral home, crematory or cemetery
- Must meet all licensing requirements in applicable state/province as required by law as prescribed by each state board
- Current state/province issued driver's license with an acceptable driving record
- Basic knowledge of religious and fraternal organizations customs
- Knowledge of computers and some software including MS Office Suite required

- High level of compassion and integrity
- Good communication skills
- Problem solving skills
- Ability to multitask and set priorities
- Detail oriented

Responsibilities

- Provides customer service in all areas of funeral arrangements, cremation ceremonies and interment to assist families following the loss of a loved one
- Provides exemplary personalized and professional service
- Performs on-call responsibilities including taking first calls, talking with families, answering questions, providing initial details, and conducting transfers
- Supervises and cares for the deceased in a respectful manner while performing a variety of tasks such as: verifying identification; obtaining authorization for embalming; embalming; dressing, styling hair and/or applying cosmetics; preparing cremated remains
- Arranges and conducts funeral and memorial ceremonies in a professional, organized and caring manner consistent with company policies and procedures
- Negotiates and enters into funeral contracts
- Handles contracts, legal documents, and collection of payment in accordance with company policies
- Ensures client families are informed of special recognition/services available for veterans and ensures the delivery of selected recognition/services
- Arranges for the interment or cremation of human remains
- Confirms authorization to proceed with the service arrangements

- Supervises/assists in funeral services by: supervising the parking of cars; ushering; driving funeral vehicles; assisting at chapel and church services; assisting at the cemetery; delivering of flowers, caskets, urn, photos and other personal keepsakes or mementos of client families; setting up and removal of chairs, and; participating at special functions
- Ensures adherence to all applicable professional, municipal, provincial/state and federal licensing authority, regulations and rules
- Ensures potential pre-need referrals are shared with Family Service Counselors
- Prepares and accurately completes documents and online entries related to services, cremations, maintenance

Company hours are Monday - Friday, and weekends on call/by appointment or when performing services.

Join Moles Farewell Tributes and contribute to our longstanding tradition of compassionate and respectful farewell tributes for families in Whatcom County.