



**Funeral Director
Olthof Funeral Home**

Overview: Olthof Funeral Home is looking to add a talented, experienced, and compassionate funeral director to our staff. Their funeral directors work together to create a seamless and meaningful experience for the families that have placed their trust in us. Olthof Funeral Home is located in the Southern Tier of New York with one location and an on-site crematory. Annually, they serve over 200 families.

They have funeral directors that alternate working on call every other weekend, and, in addition, each funeral director takes on call responsibility for evening calls each week. We offer both weekends and weekdays off each month, ensuring a good work/life balance. The candidate must be able to communicate effectively, manage relationships with those you serve and work with, while also handling the pressures of managing details within our ever-changing profession. There are opportunities for advancement for the right individual.

Responsibilities:

- Meeting with client families to arrange personalized and meaningful services.
- Ensure proper paperwork is completed in a timely and accurate manner.
- Regularly coordinate and direct funeral services.
- Work on-call in rotation with other staff.
- Professionally coordinate and direct a variety of personalized services and support staff with precision.
- Provide appropriate care and preparation for deceased: transfers, embalming, dressing, cosmetics, sanitary care, etc.
- Ability to operate a crematory or become certified.
- Other duties as assigned.

Requirements:

- NY Funeral Director's License or ability to reciprocate
- Minimum two years funeral home experience
- Valid driver's license and a clean driving history
- Proficiency in MS Word, Excel, Outlook. And database software
- Ability to pass a drug test and background check

Benefits:

- Health and life insurance are 100% employer paid
- Dental, vision, and disability insurance are available
- Paid vacation, holiday, and sick days

- Rotating scheduled weekends, weekdays, and evenings off duty
- Housing provided
- Professional licensing fees paid as well as CEUs

We are looking for talented individuals who have a desire to excel in their field and can provide the families we serve with exceptional care and meaningful funeral experiences. The potential candidate should have a willingness to learn and grow with the funeral home.

Please send a resume with salary requirements to Rob Olthof at htlo1r@aol.com