

Spurgeon

Funeral Home

Secretary/Receptionist **Spurgeon Funeral Home (West Union, WV)**

Overview: Spurgeon Funeral Home in West Union, WV is looking for an outgoing, energetic, computer literate, professional and detail-focused individual to join their staff. The Secretary/Receptionist is responsible for the office area and related duties. This position is also responsible for answering telephones, greeting visitors and assisting with general clerical support. Hours will be flexible.

Requirements:

- High school diploma or equivalent from an academic institution accredited by a regional or national accrediting agency that is recognized by the U.S. Dept. of Education
- Previous administrative work experience
- Proficiency in data entry and Microsoft Office
- Strong written and oral communication skills

Please send your resume and/or any questions to Tim Holtz at tholtz1956@gmail.com or call (304) 483-9521.