



Full-Time Cemetery Administrative Assistant / Family Service Representative

We currently have an opening for a full-time Administrative Assistant / Family Service Representative with benefits at Calvary Catholic Cemetery in Winnebago, IL. Our Team members are vital to the health of our cemeteries.

This position works directly with funeral directors and family members, securing supporting documentation for funeral services, entering that data into our database system, and coordinates with field staff. This position also performs daily administrative tasks along with offering customer service for families.

Overview & Responsibilities:

- Answer phone calls in a respectful manner
- Data entry into the cemetery database
- Accounts Receivable - Create invoices and receive payments in QuickBooks
- Locate gravesites
- Schedule funerals
- Receive flowers orders for gravesites
- Accounts Payable – Enter bills in QuickBooks

Requirements & Qualifications:

- Must have Customer Service Experience
- QuickBooks experience
- Punctual & reliable
- Professional & organized
- Self-motivated
- High School Diploma

Accepting applications and resumes at:

**Calvary Catholic Cemetery
8616 West State Road
Winnebago, IL 61088
815-965-1450
ccc@rockcem.org**