

## **Office Manager –**

Catholic Cemeteries is looking for a full time Office Manager at Mt. Olivet Catholic Cemetery in Aurora, IL. Must be reliable, trustworthy, and self-motivated. Must have excellent customer service skills, be very detail orientated, and task driven. Applicants should be able to work independently and as part of a cooperative team.

### **Requirements:**

- College Degree preferred
- Administrative experience required
- QuickBooks proficient
- Experienced with Microsoft Excel, and Word
- Human Resources experience
- Ability to learn new software

### **Duties include:**

- Working with Families to make burial arrangements
- Selling Graves and Pre-Need Burial contracts
- Selling Grave Memorials/Markers/Monuments
- Organizing Files and Paperwork
- Proper Office Management
- Accounts payable and receivable experience

Competitive Salary and Benefits.

All resumes should be emailed to [CCC@rockcem.org](mailto:CCC@rockcem.org)