

The **co-operative** funeralcare

Vacancies

- Funeral Arranger
- Administrator
- Receptionist
- Funeral Director
- Funeral Service Operative
- Regional Manager
- Manager
- Casual Worker
- Cleaner
- Crematorium technician
- Training officer
- Masonry sales consultant
- Maintenance Contact Centre Administrator

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Funeral Arranger - £12,627 to £15,784 plus benefits

Our Funeral Arrangers act as the first point of contact for bereaved families who come in to arrange a funeral. They inform clients openly and honestly about what they can expect from our services. They actively listen to the clients' needs and may be faced with some unique requests but their commitment will ensure that we exceed client expectations. We currently have vacancies in the following areas:

Alloa, Lancing, Leith, Polegate, Stonehaven, Southend, Watford

Trainee Funeral Arranger

St Ambrose, Bexhill, Bletchley, Bootle, Eastbourne Adela, Evesham, Holbury, Ilford, Pontypool, Macclesfield

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Administrator - £14,476 to £18, 095 plus benefits

Our Funeral Administrators are responsible for the administration function for a designated area, which will include the hub and related branches. They are responsible for the compliance of Funeralcare procedures. We currently have vacancies in the following areas:

Sunderland

Receptionist - £12,134 plus benefits

Our receptionists are first point of contact with bereaved families who come in to arrange a funeral. They ensure our clients are comfortable and support the Funeral Director with arrangements.

Brandon, Cramlington, Coulby Newham, Kendal, Morpeth

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Funeral Director - £17,846 to £22,308 plus benefits

Our Funeral Directors take charge of the smooth running of the funeral on the day and also arranging the funeral directly with the families. They discuss our services openly and honestly and ensure our standards are exceeded at all times. They understand the importance of teamwork and will ensure the Funeral Service Operatives work together both in preparing for the funeral and on the actual day.

We currently have vacancies in the following areas:

Canterbury, Hayes, Hounslow, Purley, Redfield, Slough, Sunderland, Woolwich

Trainee Funeral Director

Bellshill, Cumbernauld, Glasgow, Greenock, Rhyl, Tranent

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Funeral Service Operative - £16,596 £20,745 plus benefits

Our FSO's work together with our colleagues to ensure that our clients get the best service they deserve. On the day of the funeral they are at the forefront of proceedings, ensuring that the highest standards are delivered at all times. It is their responsibility to drive the hearse and limousines and transport the coffin into the service. Behind the scenes they are responsible for transporting the deceased, preparation of coffins and maintenance of funeral vehicles. A valid driving licence is essential. We currently have a vacancy in the following areas:

Cardiff

Trainee Funeral Service Operative

Luton

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Regional Manager – Competitive plus benefits

Our Regional Managers are responsible for a team of Funeral Home Managers and their staff to deliver an outstanding customer service and achieve results. They are involved with driving the business forward. To be successful in this role, they must have the ability to coach, influence and develop a team. A background in the industry would be invaluable and experience at this level would be advantageous. We currently have vacancies in the following areas:

Thames Valley

Manager – Competitive plus benefits

Our Managers are responsible for the hands on management of a number of branches in a region. Managers are focused on building strong team spirit, which will help us to achieve goals and provide the highest standards to our clients. They must be able to lead, motivate and develop a team to drive the business forward. We currently have vacancies in the following areas:

Earlsfield, Hayes, Purley

Assistant Manager – Competitive plus benefits

Our Assistant Managers assist our Regional Managers and Managers within our busy areas. Like our Managers they are focused on building strong team spirit, which helps us achieve our high standards and goals. Ability to drive the business forward is essential. We currently have vacancies in the following areas:

Earlsfield, Hayes, Manor Park, Purley, Woolwich

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Casual Worker – from £7.37 per hour

The main purpose of this role is to assist with the preparations for and conducting of funerals, this includes driving and bearing duties, transport of the coffin, and ensuring the highest standards are maintained. This role is a casual role, which means that hours of work are as and when required by the business. We have vacancies in the following areas:

Cardiff, Paisley, Barnton, Blaydon, Blyth, Brighton, Carlisle, Chester le Street, Eastbourne, Ferryhill, Folkestone, Glasgow, Hartlepool, Luton, Pontypridd, Sherburn Hill, Stony Stratford, Worcester, Yeovil West

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Cleaner - £5.56 per hour

The main purpose of this role is to maintain the general office cleaning duties in the general public areas of the branches, including emptying waste bins, dusting, hovering and cleaning the toilets. Individuals must be reliable and punctual and be considerate to their working environment and the sensitive nature of the business. We currently have vacancies in the following areas:

Newcastle, Gateshead

Crematorium technician – circa £16,596 - £20,745 per annum

The main duties of this role are to carry out all technical duties relating to the cremation service. These duties will include cremating, controlling and general maintenance of all crematory equipment, chapel attendant duties, the laying to rest of cremated remains, the fixing and ordering of memorial plaques, office duties and general cleaning and maintenance duties. We currently have a position for this role at:

Craighton

Training officer – circa £26,000 - £30,000 per annum

This role will involve travelling throughout the UK delivering 'in house' and National qualification training to our staff. Prior knowledge of the funerals industry would be an advantage, however, the ability to present training courses to a wide variety of audiences is essential. There is currently a vacancy for this position based in:

South UK

Masonry Sales Consultant – circa £15,775.50 per annum

The primary duties of this role is to enhance the sales of the masonry services, and provide masonry administration duties. Although full training will be provided, computer literacy and knowledge of masonry products would be advantageous. There is currently a vacancy for this position at:

Shieldhall

Maintenance Contact Centre Administrator

The main purpose of this role is to provide a full helpdesk service to all customers, suppliers, stakeholders and team members across our funerals businesses. Based within Funeralcare head office, the role will also include providing Management Information to associated departments. This role is currently available at:

Funeralcare Head office, Manchester city centre.