

Greeter-Part time Evenings and Weekends

Local St. Charles County business is seeking a Caring and Compassionate individual to greet families and assist them as needed during their time of need.

Responsibilities include, but are not limited to:

- Greet guests at the door
- Prepare Chapel for funeral services
- Answer phones and direct calls accordingly
- Accept memorials on behalf of families
- Demonstrate a commitment to ensuring families' needs are met throughout the visitation
- Attend meetings and training sessions as requested and demonstrate commitment/support to skills and techniques learned

Requirements & Qualifications:

- Prior customer service experience
- Excellent phone skills and multi-line phone experience
- Ability to work in a high pace atmosphere with strong multi-tasking and organizational abilities
- Must be proficient in Microsoft Word, data entry and the Internet
- This is a PART-TIME, on call, evening position and every other weekend. Hours start at 4:45 p.m. until the end of a visitation

Benefits:

- Opportunities for Leadership Growth and Comprehensive Training Program
- Competitive Pay
- 401k

If you possess excellent customer service skills, meet the above requirements and want to be a part of a caring and compassionate company, please submit your resume to employment@baue.com.