

Current Vacancies, August 2021

Receptionist/Service Sheet Production Assistant
Newmarket Road, Cambridge

We are seeking a friendly and personable individual to welcome visitors at our Cambridge funeral home. The successful candidate will also assist with the preparation of funeral service sheets using Microsoft Publisher. It is essential that the applicant is of smart appearance, has a warm, welcoming personality and a good telephone manner.

Must also demonstrate a keen eye for detail, have a creative flair for design, possess a good command of written English and have the willingness and ability to follow instructions closely.

This is a full time position Monday-Friday 8.45am- 5.00pm.

A good working knowledge of Microsoft Publisher and Corel Paintshop would be an advantage.

Experienced Manager
Saffron Walden

With at least 2 years' experience in managing and developing a team of people, a community networking role where your teamwork and creativity are proven, you will also possess keen attention to detail, good general IT skills, strong organisational skills, a willingness to attend community events and to liaise and build relationships with local organisations and groups. Previous funeral experience is desired, but not essential.

This is, at times, a demanding role. You will be naturally tenacious, have good time management and business English and excellent communication skills. A compassionate nature along with a flexible approach to working hours is essential.

Own transport and a clean driving licence essential. Competitive Package.

Funeral Arranger/Administrator
Saffron Walden

Key attributes include excellent interpersonal skills, keen attention to detail, the desire and ability to deliver high levels of customer service, and administrative experience. Good general IT skills are also required, as well as a high standard of written English.

Previous experience in the funeral profession would be an advantage but is not essential as full training will be given to candidates who are new to the profession and can demonstrate that they meet the above criteria.

A compassionate nature is required along with a flexible approach to working hours, the ability to multi-task and good time management to achieve daily tasks on schedule.

This is a full time position Monday-Friday 9.00am - 5.00pm.

Own transport and a clean driving licence is essential as it may sometimes be necessary to work at other branches.

Applications for the above positions may be made by sending your CV to:

Hayley Doe, PA to the Senior Management Team: hayley@peasgoodandskeates.co.uk

Informal telephone enquiries welcome: 01799 523314

Closing date for all applications: 31st August 2021