



## CATHOLIC CEMETERIES OF LONG ISLAND

POSITION TITLE: **CUSTOMER SALES AND SERVICE REPRESENTATIVE**

Hours Per Week: **Full-Time and Part-Time positions**

Positions available in multiple cemetery locations: Coram and Westbury areas, Long Island, NY.

### **Primary Responsibilities:**

- Serve as primary contact person with regard to sales of burial and interment rights.
- Assist families in office and outside on cemetery grounds in selection of appropriate burial rights (plots, crypts/niches) for immediate need and advanced planning.
- Successfully complete sales process with attention to detail and accuracy in documentation, recordkeeping, and final arrangements.
- Responsible for timely and accurate data entry of customer information in database computer system.
- Educate and actively make families aware of related cemetery products and services.

### **Requirements:**

- High school diploma, college degree preferred.
- At least 2 years' sales experience preferred; cemetery sales and not-for-profit experience a plus.
- Bi-lingual (English and Spanish) a plus.
- Customer focus with ability to serve with empathy and respect.
- Detail oriented person with excellent interpersonal and customer service skills, in person, by telephone and by email.
- Ability to physically perform customer sales and service duties both in the office and outside on cemetery grounds.
- Maintain a valid driver's license and a record of safe operation of motor vehicle.
- General familiarity of Catholic faith and traditions.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook).
- Excellent computer and office equipment skills.

Starting Hourly Rate: \$19.00 an hour Full-Time and Part-Time

Please submit resume to email: [Employment@CCLongIsland.org](mailto:Employment@CCLongIsland.org)