



CATHOLIC CEMETERIES OF LONG ISLAND

POSITION TITLE: **Customer Sales & Service Representative**

Primary Responsibilities:

- Serve as primary contact person with regard to sales of burial rights
- Assist families in office or 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
- Educate and actively make families aware of related cemetery products and services

Requirements:

- Customer focus with ability to serve with empathy and respect
- Detail oriented person with excellent interpersonal and customer service skills
- At least 2 years' sales experience preferred; cemetery sales experience a plus
- General familiarity of Catholic faith and traditions
- Not-for-profit experience a plus
- Bi-lingual (English and Spanish) a plus
- Proficiency in computer software

Please email Employment@CCLongIsland.org to request an application for employment.