



## CATHOLIC CEMETERIES OF LONG ISLAND

POSITION TITLE: **Data Entry Clerk (Part-Time)**

### **Primary Responsibilities:**

- Provide clerical, accounting and customer service support for sales and service operations
- Process payments received from various sales activities
- Provide computer data input for cemetery's customer sales and service operations

### **Requirements:**

- Customer focus with ability to serve with empathy and respect
- Detail oriented person with excellent interpersonal skills
- Minimum 2 years related relevant business experience
- General familiarity of Catholic faith and traditions
- Bi-lingual (English and Spanish) a plus
- Proficiency in computer software

Please email [Employment@CCLongIsland.org](mailto:Employment@CCLongIsland.org) to request an application for employment.