



CATHOLIC CEMETERIES OF LONG ISLAND

POSITION TITLE: **East End Sales Representative**

Part-time position attending to sale of burials rights at two managed parish cemeteries located at east end/north-fork of Suffolk County. The Sales Representative will act as a bridge between our east end parish cemetery customers, parish staff and our staff at Holy Sepulchre Cemetery in Coram, NY.

Primary Responsibilities:

- Meet with families at parish/parish cemetery property to attend to immediate and pre-need burial right sales
- Attend and observe interments at our managed parish cemeteries
- Successfully complete sales process, including sales of burial rights, documentation, recordkeeping, and final sales arrangements
- Follow-up on approvals and inspections of monuments and inscription requests from families

Requirements:

- Highly motivated person with strong work ethic and desire to succeed independently
- Customer focus with ability to serve with empathy and respect
- Dedicated and ethical individual with excellent interpersonal skills
- Minimum 2 years relevant sales experience; cemetery sales and service experience a plus
- Practicing Catholic preferred; knowledge of Catholic burial rites and traditions a plus
- Ability to largely work independently with flexible workweek based on demand for burials and families' needs
- Work in various year-round weather conditions; must be flexible to drive oneself to our East End managed cemetery properties
- Bi-lingual (English and Spanish) a plus
- Proficiency in computer software

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