

CATHOLIC CEMETERIES OF LONG ISLAND

Website Posting – Job Opening

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

POSITION LOCATION: Cemetery locations in Westbury area of Nassau County, NY.
Cemetery locations is Central Islip and Coram areas of Suffolk County, NY.

Primary Responsibilities:

- Serve as primary contact person with regard to sales of burial 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:

- 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.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook).
- Experience working with database computer software.

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

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