

## Employment Opportunities:

### Administrative Assistant

### Family Service Representative

Albany Diocesan Cemeteries seeks a full time Administrative Assistant, and a full time Family Service Representative to join our staff.

**Administrative Assistant** position- Provides administrative, clerical and phone support, creates flyers and Mass programs, processing contracts, co-ordinates events, greet and assist families with customer service requests and more.

**Family Service Representative** position- Our Family Service Representatives serve families by selling burial space, memorialization, and other services. The position also schedules burial services and assists families with customer service requests. Bilingual applicants encouraged.

High School diploma or equivalent is required, associate degree or equivalent experience is preferred. Applicant should also have strong verbal and written communication skills.

Full job descriptions and more information can be found on our website:

<http://www.capitaldistrictcemeteries.org/resources/career-opportunities>

Interested applicants please e-mail a cover letter with resume and references by 8/15/2017 to:  
[Lori.Biskup@rcda.org](mailto:Lori.Biskup@rcda.org).

