



## Full Time Funeral Director

### Kyneton, Bendigo, Goldfields & Macedon Ranges VIC

- Respected Family Business
- Competitive Salary
- On the Job Training

T.J. Scott and Son Funeral Directors is a family owned and operated business with over 85 years in the Macedon Ranges with locations in Kyneton, Gisborne and Kilmore. We are looking for an exceptional person to join our professional and dynamic team in the role of Funeral Director (Full Time).

It takes a special person to provide the care and attention needed in this role. You will need to be empathetic, compassionate and caring along with having an outstanding level of customer service with the ability to go above and beyond. This role is not only physically demanding, it is diverse, rewarding, challenging, intense and satisfying. It requires an understanding of grief and bereavement with a dedication to supporting and helping our client families.

Key Duties for this role include but are not limited to engagement in all aspects of the business from respectfully transferring deceased into our care, mortuary care, meeting with families and friends to make funeral arrangements along with conducting and assisting with funerals and the associated tasks this involves, including traversing through the procedures and legal requirements required for funeral arrangements.

This role will suit those that have the ability to be rostered for flexible hours (weekday and evenings, weekends and public holidays) including being on call every one in four weeks.

To be successful in your application you must meet the following selection criteria:

- High level of professionalism in communication (verbal and written)
- Sincere and persistent level of personal service delivery
- Impeccable presentation
- Be pro-active and problem solving with great organisational skills
- Compassionate, empathetic with a respectful and meticulous approach
- Ability to work as part of team
- Have the ability to multi-task and handle demanding workloads
- Excellent computer skills
- Understand the physical aspects of the role
- Experience around a mortuary and in the safe and respectful handling of deceased persons
- Hold a current Victorian Drivers Licence
- Pass a National Police Check

Experience within this industry will be highly regarded, however not essential as full training will be provided. This is a long-term career for a trusted and iconic family business who are passionate about making a difference.

For a Position Description please email [info@jardinehr.com.au](mailto:info@jardinehr.com.au)