



Shaun Hamilton Funerals Pty Ltd

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ABN 36 161 627 327

MORTUARY PREPARATION ASSISTANT / FUNERAL ATTENDANT

Shaun Hamilton Funerals is Tamworth and Quirindi's only locally owned and operated Funeral Director and Shaun and his staff are committed to providing outstanding service to their families.

We are expanding our team and are looking for a full-time Mortuary Preparation Assistant / Funeral Attendant to join our Team in Tamworth.

The Mortuary Preparation Assistant role includes but is not limited to: preparation of deceased in readiness for viewings and funerals; assisting with the trimming/preparation of coffins as required; administrative tasks (eg record keeping and release of deceased); assisting with transferring of deceased; and may be required to assist families with the dressing of the deceased.

Funeral Attendant role includes but not limited to:

Being a member of the team working at Funeral Services; preparing funeral vehicles, being part of an on call after hours transfer roster - rotating once every 4 weeks

The successful candidate will have the following essential attributes:

- Previous experience in a Mortuary or similar role
- Ability to work as part of a team
- Physically fit, able to lift and manoeuvre heavy weight and stand for long periods of time
- Be willing to acknowledge and accommodate the practices of all religions and cultures
- Committed to maintaining a high standard of mortuary hygiene and cleanliness
- Have knowledge and experience of Infectious Disease Control requirements
- Exceptional attention to detail
- Be flexible and versatile
- Able to work in an enclosed environment
- Good time management and organisational skills
- Excellent communication skills
- Critical thinking and problem-solving skills

The successful applicant must have the right to work and live in Australia. It is also a requirement to be physically fit, well presented and possess a valid NSW driver's licence that is not of provisional status, with excellent driving record and be fully vaccinated for Covid -19 and current Flu Vaccination (we cannot access many facilities without current status)



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& OPERATED FUNERAL DIRECTOR**

