



## **Funeral Director**

Harbour City Funeral Home Ltd is seeking a Qualified and/or Experienced Funeral Director. The applicant needs to be self-motivated, empathetic and a physically capable individual to join our successful group of locally owned companies across the Wellington & Hutt Valley regions. The role is Wellington based.

Main responsibilities include:

- Meeting with bereaved families and providing empathetic support and advice whilst arranging and directing all aspect of the funeral requirements, with the client families and other stakeholders.
- Carrying out transfers and be involved in dressing and presenting the deceased for viewing.
- Compile and complete all required legal documentation.
- Working on a 1 in 4 call week roster including night and weekend work

The successful applicant will need to display:

- Strong interpersonal skills and confidence dealing with a wide variety of people.
- Motivation and drive to provide excellence in service and keeping the company's high reputation in the community.
- An ability to work autonomously and within a large team, which requires attention to detail and excellent time management and organisational skills.
- Effective communication; both verbal and written and be computer literate and technically capable
- Impeccable personal presentation

A NZ residency or a valid NZ work visa and a full clean NZ drivers' licence is a must.

Applications will be treated in the strictest confidence.

To apply please email a cover letter and CV to: [geoff@funeral-link.co.nz](mailto:geoff@funeral-link.co.nz)