
Cemetery Sales Representative

Job Description

The longest continuously operating full-service cemetery and memorial gardens in central Ohio seeks an experienced full-time sales representative to counsel families on a wide variety of memorialization solutions. Located for 214 years near The Ohio State University, the 128-acre Union Cemetery provides health care benefits, vacation, sick time and a 401k supplemental retirement program. The non-commissioned salaried position is Monday-Friday with rotating half-day Saturdays. The office is fully compliant with specifications for a safe and secure work environment. At least five years of sales experience required, preferably in the funeral or related industry.

Qualified applicants can apply here. References may be requested. Pre-employment background check and drug screening required. An equal opportunity employer.

EXPERIENCED SALES REPRESENTATIVE FOR HISTORIC CENTRAL OHIO CEMETERY ASSOCIATION

Job Description

Union Cemetery Association seeks a full-time sales representative to help families explore options and make decisions on final arrangements for loved ones or themselves. The challenging position requires a person who can:

- Assist families with decisions regarding at-need and pre-need interment by providing guidance and suggestions on a wide variety of choices that meet families' preferences and desires.
- Assist families with selections involving traditional burial and cremation options, including selling and designing memorial markers, monuments, urns and other selections.
- As part of a small collaborative office environment, participate in overall cemetery operations such as greeting guests, provide in-person, by-phone and online customer support, provide genealogical and location assistance, keep sales-related paperwork up to date and filed in a timely fashion, answer phones, respond to email inquiries, check social media, handle special assignments from the general manager and assistant manager, and handle other duties that may arise related to family requests and the course of daily business.

JOB SKILLS

Our successful candidate is comfortable with the English language, grammar, punctuation and spoken skills. Familiarity with other languages is a plus.

Our candidate also has the ability to use personal computer equipment and office software such as word processing, spreadsheets, electronic mail and certain social media applications, and also the ability to read burial maps and other historical documents central to cemetery operation.

Our candidate can also interact professionally and compassionately with families, guests, funeral industry professionals, visitors, board of directors and other office associates.

Our successful candidate has reliable personal transportation and a valid driver's license. Job Type: Full-time

Please send resume to jimmie.blevins@unioncemeterycolumbus.com