

Cemetery General Manager

North Bay R.C. Cemeteries

Cemetery Management:

The North Bay R.C. Cemeteries Board of Director's is looking for an experienced Cemetery Manager to oversee the operation of St. Mary's Cemetery, Holy Cross Cemetery and All Saints Mausoleum. These properties are all located in North Bay and are owned and operated by the Roman Catholic Episcopal Corporation of the Diocese of Sault Ste Marie in Ontario. The successful candidate would be responsible for supervising and coordinating services within the setting of a Catholic Cemetery and reports directly to the Board of Directors.

Duties and Responsibilities:

To plan, organize, coordinate and manage the office and grounds activities of our Catholic Cemeteries. As a representative of the Roman Catholic Church the successful candidate is expected to conduct themselves according to the goals and mission of the Church.

Specific Responsibilities:

- Sales of all interment rights and services, including memorialization, to our families.
- Counsels families and cemetery clients making pre-need and at-need burial arrangements.
- Formulates, develops and implements short and long-range plans to improve cemetery operations in keeping with the vision of the strategic plan.
- Performs, creates and reviews a variety of financial functions and reports.
- Prepares and monitors annual cemetery budget.
- Enforces and provides information to personnel, patrons and other stakeholders regarding cemetery By-Laws and procedures.
- Administration and Management of Cemetery Office.
- Maintain all Cemetery records in keeping with the requirements of the *Funeral, Burial and Cremation Services Act*.
- Oversee the maintenance of the cemetery grounds, facilities and equipment.
- Ensure compliance with all relevant legislation including Health and Safety Legislation
- Liaison with area Funeral Service providers
- Liaison with Cemetery suppliers and contractors.
- Arrange for and/or Install all memorialization sold by cemetery office
- Communicate with the administrators of the Diocese
- Resolve complaints from families
- Perform related duties as require.

Qualifications:

Any combination of experience and education that provides the required knowledge, skills and abilities, such as:

- Degree or certificate in Business Administration or Funeral Service
- Minimum of three years of increasing responsibility in business management, administration and supervision

Knowledge, Skills, and Abilities:

- Knowledge of the Roman Catholic Funeral Rites
- Cemetery operations including grounds and office activities
- Management, supervision and training
- Accounting and budgeting
- Technical ability including knowledge all Microsoft Office applications and web based software.
- High level of interpersonal skills

Other Requirements:

Valid Ontario Class G2 Driver's Licence.

Police Vulnerable Sector Check as per Diocesan Screening Policy

Must be able to work with a diverse group of people and interact respectfully with all cemetery visitors.

Hours of Work:

40 hours per week

If you are interested in applying for this position please submit your resume and cover letter, including salary expectations, no later than January 15, 2018 to: Search Committee, North Bay R.C. Cemeteries, 132 Golf Club Road. Phone: 705-495-8986, Fax: 705-495-3667; email: info@nbrcc.ca.

We appreciate your interest however only those selected for an interview will be contacted.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). North Bay R.C. Cemeteries will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC.