

Careers at GMCT: More than just a job

Join our diverse team dedicated to serving Melbourne's communities with integrity, respect, compassion and sustainability.



Funeral services coordinator



- **Location:** Altona
- **Salary:** EBA Outdoor Level 3 (\$60,948+ Super)
- **Full-time, ongoing**

This is an excellent opportunity for a funeral services coordinator to be part of our operations team based in Altona, working across The Greater Metropolitan Cemeteries Trust's west region cemeteries and memorial parks

Key responsibilities include:

- the delivery of chapel services (including weekends as required).
- checking, processing and approval of burial and cremation paperwork
- cremator operations and associated activities as required
- identification and checking of burial locations and completion of relevant paperwork; including scanning to GMCT's electronic document and records management system
- escorting of funeral directors to the chapel and to the burial site.

To be successful in this position you will require:

- substantial work experience within a similar or comparable role
- a high level of interpersonal and communication skills along with a demonstrated ability to apply these with internal and external stakeholders
- demonstrate acceptance of, and behaviors which reflects an embracing of cultural diversity when faced with demanding and sensitive situations
- demonstrate a capacity to manage emotions and maintain professionalism
- display commitment to meeting the expectations and requirements of customers in a supportive and thoughtful manner
- display sensitivity and maintains confidentiality in dealing with the family and friends of the bereaved
- experience within a crematorium environment would be desirable
- expertise in the operation of Audio/Visual/DVD equipment used to deliver the service
- current driver's license.

ABOUT GMCT

At The Greater Metropolitan Cemeteries Trust we believe in caring for your loved ones with dignity and kindness. Our 18 cemeteries and memorial parks are maintained in perpetuity, giving you, your family and future generations peace of mind.

Each year, we help more than 11,000 families – of all cultures and faiths – plan and prepare for funeral, cremation, interment and memorial services. We are committed to maintaining these beautiful, restful and sustainable places to preserve and protect the memories and history they hold.

TO APPLY:

Applications must address the key selection criteria and be submitted to jobs@gmct.com.au

Closing date:
4pm Tuesday, 4 July 2017

This position requires the successful candidate to undergo a pre-employment medical, police check and values testing.

People of Aboriginal and Torres Strait Island descent are encouraged to apply.

GMCT is an Equal Opportunity Employer.

GMCT is a Supportive Employer of Australian Defence Force Reservists.