

## 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/ crematorium assistant

- **Location: Fawkner**
- **Salary: EBA Outdoor Level 2.1A (\$67,372.71+Super)**
- **Full-time, ongoing**

This is an excellent opportunity for an experienced funeral services/crematorium assistant to be part of our operations team based at Fawkner.

### Key responsibilities include:

The funeral services/crematorium assistant will predominantly operate from the crematorium/chapel complex and may from time to time be required to assist in other department of the operations directorate at Fawkner cemetery.

The responsibility of this role is as follows:

- ensure the prompt, respectful and responsive delivery of crematorium operations and services and chapel services, in accordance with chapel operations, quality processes and procedures & cemeteries act
- work cooperatively with all stakeholders in a multicultural environment
- maintain the crematorium, cremators and facility to a high and presentable standard
- ensure accurate and timely record keeping
- ensure the appropriate and accurate documentation is provided for all cremations
- provide assistance with the gatehouse duties as required.

### To be successful in this position you will require:

- experience in the provision of customer service and support, with attention to detail, a calm and professional demeanor, as well as flexibility and initiative in dealing with the unexpected
- high level of interpersonal and communication skills and demonstrated ability to apply these with internal and external stakeholders
- excellent communication and strong organisational skills to ensure the smooth completion of services aligned with customer requirements and expectations
- personal presentation which reinforces the dignity of the occasion, as well as the maturity and aptitude to treat the deceased with dignity and respect at all times
- demonstrates acceptance of, and behaviors which reflects an embracing of cultural diversity when faced with demanding and sensitive situations
- multi lingual skills (Chinese, Italian, Greek, Arabic, etc.) is highly desirable.



### TO APPLY:

Applications must address the key selection criteria and be submitted to [jobs@gmct.com.au](mailto:jobs@gmct.com.au)

Closing date:  
**4pm Friday 26 October 2018**

*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.

### ABOUT GMCT

At The Greater Metropolitan Cemeteries Trust we believe in caring for your loved ones with dignity and kindness. Our 19 cemeteries and memorial parks are maintained in perpetuity, giving you, your family and future generations peace of mind.

Each year, we help more than 12,500 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.