

JOIN OUR TEAM!

OFFICE ASSISTANT

Solano Cemetery District in Fairfield, CA is looking for a well-organized, compassionate and efficient individual for a key position that provides administrative support that ensures interment services run smoothly and vital information is accurately documented. This position needs an individual with initiative and the ability to be successful with only moderate supervision. The purpose of Solano Cemetery District is to assure families that cemeteries holding their loved ones would be cared for in a dignified and respectful manner. They offer employees a diverse, team-oriented work environment where you can enjoy working with a knowledgeable and supportive staff.

Accountabilities:

1. Requires frequent use of discretion, initiative and independent judgment.
2. Performs some routine sales, interment scheduling and administrative support.
3. Interacts with family-based clients, funeral directors, state government agencies, and community organizations.
4. Demonstrate good business acumen, capability of learning office procedures, and have working knowledge of software like Excel, Word and Google docs.

Successful candidates need to be flexible, collaborative and display the ability to be a value-added team member. If interested, and you meet the qualification requirements, we will look forward to receiving your application and resume at dolores@solanocemeteries.us.