



The Family Funeral Service[®]

Funeral Arranger

Key responsibilities

- General Office Duties.
- Making tea, coffee and drinks for clients.
- Maintaining a clean & tidy office.
- Answering telephone.
- Designing and proofing Service Sheets
- Arranging Funerals and associated admin.
- General filing.
- Preparing invoices and debtor letters.
- Petty cash reconciliation.
- Accompanying relatives to Chapel of Rest.
- Assisting in dressing bodies.
- Listing mourners.
- Assisting in memorial sales.
- Assisting in mortuary.
- Assisting in coffin trimming.
- Driving and bearing on Funerals.
- Carrying out removals.
- Out of hours rota duties.
- Any other ancillary duties.

**For more information and to enquire about our
current vacancies please email:**

Careers@lymn.co.uk