



Vincennes Care Center Funeral Home JOB POSTING

Thank you for considering Goodwin-Sievers Funeral Home for your next career opportunity. We are excited to announce that we are seeking a Managing Funeral Director of our new Care Center to join our Vincennes team in Vincennes, Indiana.

We are excited to open our brand new, state of the art Care Center and Funeral Home and are looking for someone who is driven, passionate, experienced, hardworking, has exceptional interpersonal skills, takes pride in their career, and enjoys working with families to serve the loved ones and their families we are so honored and privileged to care for.

We are excited to offer a position at our longstanding and well-established Funeral Home and are looking for someone who is driven, passionate, experienced, hardworking, has exceptional interpersonal skills, takes pride in their career, and enjoys working with families to serve the loved ones and their families we are so honored and privileged to care for.

We offer 401K, dental and vision benefits. This role is a full-time position with competitive compensation, annual salary of \$55,000 to \$65,000/year, we offer fully covered comprehensive medical, dental, and vision benefits. In addition, you will also have the opportunity to work with a compassionate and experienced team of professionals.

The best fit for the position would be someone who is able to manage the day-to-day duties of a Funeral Home, documentation, transfer care, funeral planning, exceptional customer service, holds reverence in the work they do, and the care they provide for families and their loved ones.

As the Managing Funeral Director, you will oversee all aspects of funeral service operations, including managing staff, arranging, and coordinating funerals, providing excellent customer service, and building relationships with families in the community.

As a Funeral Director, you will work with clients to prepare meaningful ceremonies that will celebrate and honor the life of their loved ones. You will be a source of comfort and support to those grieving, helping them arrange funeral services and end-of-life decisions.

To be successful in this position, we are looking for someone who is compassionate, detail-oriented, and has excellent communication skills. Additionally, the ideal candidate will have:

- An Associates degree in Mortuary Science
- A valid Funeral Director and Embalming license in the state of Indiana

- At least 5 years of funeral service experience, with 2 years in a management role.
- Experience with funeral home software and technology
- Strong leadership skills and the ability to manage and motivate staff
- Professional experience in running day to day operations of a funeral home

Responsibilities

- This position has management responsibilities such as scheduling, ordering, billing, uploading expenses and working with our accounting team to manage finances. Our current call volume will allow you to set your own schedules including hours and days off. You are expected to help grow the business in call volume and expected to oversee state compliance. You must attend all required continuing education to maintain your professional Funeral Directors license.

Qualifications

- You must hold a Funeral Directors License for the State of Indiana.

Excellent verbal and written communication skills, social and funeral etiquette, interpersonal skills, patience with families during their time of loss and need, and works well independently, with other team members, and outside companies, businesses, and vendors to serve the needs of the families and business.

Employment Type: Full-time

If you are passionate about funeral service and helping families during their time of need, we encourage you to apply for this exciting opportunity at Vincennes Funeral Home. Please send your resume and cover letter to our Regional Director of Operations Chris Sievers at csievers@morrisfamilyservices.com be considered for this position.