



BUILD A CITY. BUILD A FUTURE.



COMMUNITY SERVICES ASSISTANT 2 – CEMETERY SERVICES (*Auxiliary*)

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.

*City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

SCOPE

The City of Surrey is looking for a dedicated and caring individual to assist individuals and families in fulfilling their interment and memorialization needs at Surrey's three civic cemeteries. This position will be joining a team of innovative professionals who are committed to helping families memorialize their loved ones and to providing a park-like, peaceful setting for the community to enjoy.

RESPONSIBILITIES

As a Community Service Assistant with Cemetery Services, you will work closely with individuals and families to explain interment and memorialization options and to process all necessary forms and financial transactions.

The main responsibilities of this role will be to:

- Meet with families to discuss arrangements for interment and memorialization at one of Surrey's 3 civic cemeteries;
- Provide an empathetic approach to servicing families' needs;
- Maintain accurate records and ensure that all services provided are in compliance with Municipal and Provincial regulations.

QUALIFICATIONS

- You; as our ideal candidate, are a compassionate and caring individual looking for meaningful challenge in their career. You take pride in providing excellent customer service and being able to assist people in times of need.
- You have demonstrated leadership skills and;
 - Are an effective communicator, both orally and written;
 - Are a good listener with attention to details;
 - Are knowledgeable in record keeping, cash handling and balancing and reconciliation procedures;
 - Have completed grade 12 supplemented by 1 year of relevant experience;
 - Have an Occupations First Aid Level 1 certificate or acceptable equivalent

APPLY

If you are interested in this opportunity please apply at SurreyCareers.ca to Job ID 1513. Posting will remain open until position is filled.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers

