

Cemetery Office Manager, Morristown New Jersey

Apply at Jobs@EvergreenNJ.org

- Salary Range Starts at \$ 45,000 (if Full Time) and Negotiable depending on if Part Time or Full Time.
- Full-time (standard business hours)
- OR Part Time – (Suggested P.T. Hours 10:00 am to 02:00 pm)
- Monday to Friday

Benefits

- Health Insurance Available (full-time employment only)
- 401K
- Paid time off (full-time employment only)

Position Overview

We are a non-profit cemetery seeking a dedicated and organized Office Manager to join our team at The Evergreen Cemetery Association. The Office Manager provides administrative support, maintains records and assists with daily operations. The candidate must be detail oriented and customer service friendly.

General responsibilities

- Greet families, answer phone, and assist in maintaining a welcoming and professional office environment.
- Maintain accurate and organized records of interments, burials, and other cemetery-related documents.
- Meet with families to review burial options and costs.
- Ensure all paperwork is completed accurately and in a timely manner.
- Update and input data in software program as needed.
- Maintain and update office policies and procedures.
- Manage office supplies inventory.
- Handle incoming and outgoing correspondence, including emails and phone calls.
- Organize and maintain physical and digital files and records.
- Provide administrative support to staff members as needed.
- Handle sensitive information with discretion and maintain confidentiality at all times.
- Work closely with the Cemetery President, Superintendent, and Accounting staff.

Qualifications

- Proven experience as an Office Manager or similar role.
- Strong organizational skills with exceptional attention to detail.
- Proficient in clerical tasks such as data entry, filing, and record keeping.
- Ability to handle phone etiquette professionally.
- Excellent communication skills, both written and verbal.
- Proficient in Microsoft Office Suite (Outlook, Word, Excel).
- Ability to multitask, prioritize tasks, and meet deadlines.
- Ability to interact with families professionally and empathetically.
- Experience in QuickBooks.

Note: This job description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organization.