

## LOCATION MANAGER

Overview:

We currently have a **full time** opening for a **Location Manager-Funeral Home** at **Giffen Mack Funeral Home in Toronto, ON**. This is the opportunity to be part of the Dignity Memorial® provider network and grow your career in the funeral, cremation and cemetery services business. For us, there is no greater responsibility than celebrating each life like no other and making a difference in the lives of people we serve.

Giffen Mack Funeral Home is a premier location that excels in “Life well Celebrated” services and is a very active location within the community.

Our successful candidate will be responsible for managing all aspects of this location and should be adept at building community relations. They will be expected to direct and lead all Funeral Home personnel and ensure that the facility and equipment are maintained to a high degree of readiness.

- Select, train and motivate location staff to assure that they create and maintain a premier level of client family satisfaction.
- Achieve the location's annual financial and marketing goals.
- Manage the business of the operation as if it were your own.
- Maintain a motivated and dedicated staff with the skills necessary to service client family needs.
- Assure that staff members understand location goals, policies and procedures.
- Ensure visitations and services are conducted in a manner that exceeds the expectations of our client families and friends.
- Practice and promote teamwork among location staff.
- Maintain and continue a strong community presence being involved and supporting community events.
- Serve as a mentor and coach to associates in addition to promoting teamwork among the staff members.

Requirements:

- At least 6 years of Funeral Director experience
- At least 3 years of Funeral Home management experience preferred
- Community involvement
- Provincial Funeral Service License or the ability to transfer the same from another province

Email resumes to Bruce Cook, Market Manager – [bruce.cook@dignitymemorial.com](mailto:bruce.cook@dignitymemorial.com)