**Licensed Funeral Director/Embalmer with Potential for Succession Plan Transition**

Snodgrass Funeral Home is seeking a Licensed Funeral Director and Embalmer to join our team of professionals caring for families in our community and surrounding areas. We are fourth generation owned and are committed to the highest level of service in our industry. This is a fulltime position with benefits, bonus pay, and a potential for succession plan transition for the right individual.

**Please remit your resume and any related information via email to** [**KDB@snodgrassfuneral.com**](mailto:KDB@snodgrassfuneral.com) **or to Snodgrass Funeral Home, Attention Office Manager, 4122 MacCorkle Ave., SW, South Charleston, WV 25309.**

Salary Range: $50,000.00 to $70,000.00 with Bonus’s, Commissions

Benefits: 401 K, Health and Dental, and Vacation

**Qualifications**

* Licensed funeral director and embalmer in the state of WV or the ability to obtain a WV state license
* Satisfactorily complete ongoing continuing education classes and obtain any additional licensing required by the state of WV
* Graduated from an accredited school of embalming or mortuary science
* Valid state driver’s license
* Capable of lifting a minimum of 75 lbs. and push and pull a minimum of 150 lbs.
* Ability to make removals and be on call and work nights and weekends in a rotation schedule
* High level of professionalism and integrity in how you conduct yourself as well as your attire
* A positive attitude, highly motivated self-starter with strong organizational skills
* Compassionate, caring, effective communication and interpersonal skills both verbally and written
* Good physical shape and cognitive function, ability to handle the day to day physical and emotional stresses
* Proficient with computers
* Experience preferred, but not necessary to apply. All candidates who meet the minimum qualifications will be considered

**Responsibilities**

* Make removals as needed when on call or during regular business hours
* Perform embalming services, all other preparation services including but not limited, bathing, autopsy repairs, dressing, and cosmetizing
* Making arrangements with families and following through all the processes and services for each family and the selections and services they have chosen
* Directs and coordinates services to include but not limited to, visitations, funeral services, memorial services, and graveside services
* Adheres to all WV State and Federal Laws and Guidelines related to the Funeral and Cremation Industry
* Assists with funerals and services and processes when not the arranger
* Drive the lead vehicle or other vehicles when not the lead director
* Completes and processes all appropriate paperwork and files in an organized and timely manner, including but not limited to logs, embalming reports, finger prints, death certificates, obituaries, check sheets, stationary, insurances, financial contracts, and preneed documentation
* Properly clean and maintain the morgue according to code and standards set forth by management and the LIC to include but not limited to, equipment, walls, flooring, cabinets and all supplies; proper disposal of or management of items such as soiled laundry and medical or other waste products and materials
* Ensure that all cots are maintained properly and are ready for removals at all times
* Assist when needed to clean and prepare building and cars for upcoming services
* Other duties as assigned by the L.I.C., or owner.