

Park Operations Manager wanted for local cemetery and crematory.

General Responsibilities:

For administrative, supervisory and specialized work directing the business, operational and maintenance activities. Also involves performing and overseeing the marketing, public relations and operations relating to the facilities.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Ability to develop, revise and monitor administrative procedures and policies, Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective public relationships with clients, funeral directors, monument dealers, clergy and other business contacts. Ability to prepare clear, accurate and concise reports.

Training and Experience:

Minimum of two years of responsible administrative and supervisory experience and knowledge of the rules and guidelines put forth by the Texas Department of Banking and Texas Funeral Commission.

QUALIFIED CANDIDATES ONLY

Please submit resume to:

Attn: Bob Cole
Fax: (432) 618-9923
or
PO BOX 50236
Midland, Texas 79710

Call us at: (432)682-8373 for further information.