

*Would you like to join our friendly team?
We are recruiting for the following positions.*

*Applications may be sent c/o
Hayley Doe, PA to the Senior Management Team:
hayley@peasgoodandskeates.co.uk*

Funeral Operative

The successful candidate will be required to complete a wide range of practical funeral related tasks which will involve heavy lifting. The position will also include chauffeuring, and therefore a smart appearance and full, clean driving licence is essential. The successful applicant will be required to participate in a night time/weekend out of hours on-call rota. Initial training will take place in Saffron Walden or Cambridge, but there will be a requirement to work from any of our offices; own transport is therefore essential.

Applicants must be: Conscientious and reliable
Flexible and resourceful
A good team player
Empathetic and able to communicate at all levels

Full training will be given and uniform provided

This is a Full-time, Permanent position

Salary: £24,000-£33,000 per year

For further information about this role, you can read about

“A Day in the Life of a Funeral Operative” in the Careers section of our website.

Funeral Administrator

Do you have a desire to help others and would you like a job that enables you to make a difference? We are keen to talk to people who excel in customer service and have proven administrative experience who would like to embark on a new and rewarding career within a well respected family owned business.

The successful candidate will:

- have a compassionate nature and the ability to help and guide bereaved families through the funeral arrangements and to liaise with a number of different agencies and service providers.
- be able to multi-task and prioritise workload.
- be self motivated and manage time effectively.
- remain calm under pressure.
- be a good listener and enjoy talking to people, but have the ability to remain professional.
- have excellent written and verbal communication skills and a desire to deliver high levels of customer service.
- be willing to work as part of a hardworking and dedicated team.

A working knowledge of Microsoft Office (Word/Excel and Outlook) is also required.

Knowledge of Microsoft Publisher desirable but not essential.

This is a full time position, Monday-Friday 9.00am - 5.00pm. Some overtime will be required, on occasion, including some Saturday mornings. A flexible approach to working hours is also required to accommodate clients who may require an appointment later in the day.

The successful candidate must be prepared to work at any of our funeral homes, which are located in Saffron Walden, Sawston, Duxford, Haverhill, Cambridge and Royston; own transport and a clean driving licence is therefore essential.

Full training will be given and uniform provided

This is a Full-time, Permanent position

Salary: £20,000-£25,000 per year

For further information about this role, you can read about

“A Day in the Life of an Administrator” in the Careers section of our website.