



Funeral Home Manager – Full Time

**Park Funeral Home
SASKATOON, SASKATCHEWAN**

At Arbor Memorial, you will be surrounded by caring colleagues and hands-on, experienced leaders with a well-established Canadian company. Your skills and knowledge will ultimately contribute to meaningful experiences for the families we serve. That's incredibly fulfilling. Truly making a difference is a rare thing and at Arbor, our team members have this opportunity every single day.

Working with Arbor means more than a competitive compensation package. We are invested in a culture of learning throughout our business and dedicated to providing health and wellness resources for all employees and their families. We also provide a robust pension plan to support your long-term financial planning and stability.

About This Location:

Park Funeral Home was established in 1928 and have a long legacy in the city of Saskatoon. We have the distinct honor and privilege of serving more than 220 families annually from throughout the Saskatoon area. In addition to serving as the Park Funeral Home Manager, the successful candidate will work with the other area managers to collectively provide oversight to a decedent care hub for Saskatoon. Your opportunity for personal growth as a Funeral Home Manager and as a leader in the funeral profession awaits you here at Arbor Memorial and Park Funeral Home.

About This Role:

Reporting to the General Manager or Regional Director and following Company guidelines and standards, the Funeral Home Manager is responsible for overseeing operations and service provided by the funeral home. This includes recruiting and training staff, preparing and managing the annual budget, ensuring the funeral home is achieving its financial goals, ensuring the facility and vehicles are in pristine condition, performing decedent embalming and preparation and providing assistance during the execution of funeral services.

Key Qualifications and Demonstrated Abilities:

- Funeral Director's license with a minimum of 5 years of experience as a licensed Funeral Director.
- Previous leadership experience with a minimum of 5 years in a management role may be an asset.
- Demonstrated community participation and outreach with a goal to cultivate the business.



- Excellent knowledge of Funeral Home procedures and business practices.
- Experience in business development, sales and customer success is required.
- Exemplifies Arbor's values of compassion, integrity, trust, teamwork, belonging and excellence.
- Hands-on experience administering effective recruiting, training, performance management, and evaluation of all funeral home staff.
- Articulate, confident, well-organized and eager to join and contribute to an exciting and highly operational team.
- Highly focused on achieving and exceeding sales results and ensuring full compliance of all federal and provincial regulatory requirements.
- Demonstrated ability building strong partnerships with Cemetery Operations, Cemetery Sales and Home Office Centres of Excellence to achieve Company revenue goals and objectives.

Responsibilities:

- Overseeing the day-to-day operations of the funeral home with a focus on customer service.
- Developing, implementing and achieving the funeral home annual forecasts, strategic market plans and financial long-term objectives.
- Ensuring all legal and ethical requirements are communicated to staff and are fully adhered to.
- Administering effective recruiting, training, performance management, and evaluation of all funeral home staff.

How to Apply:

Iain Smith, Regional Director, Western Canada and Quebec
Email: ismith@arbormemorial.com

Please quote "Park Funeral Home Manager" in the subject line.
Please email your resume and cover letter no later than November 30, 2023.

About Us:

At Arbor Memorial, your career can mean more. As compassionate partners in each experience of remembrance and celebration, our team is a community focused on families and loved ones. It's rewarding work that directly impacts the lives of others. Our caring approach carries through in the way we treat one another as teammates.

Challenge yourself to grow in new directions and make your unique difference in ways that truly matter – join Arbor Memorial.

Arbor Memorial is an equal opportunity employer, dedicated to fostering a diverse culture of inclusivity and belonging that embraces the contribution of all team members.



We are committed to providing accessible and barrier-free employment practices and encourage all qualified candidates to apply.

If you are contacted for a job opportunity and require accommodation at any stage of the hiring process, please contact the [Human Resources Department](#). Any information received relating to accommodation will be addressed confidentially.