JOB OPPORTUNITY

SERVICE CORPORATION INTERNATIONAL (CANADA) ULC

Funeral Home Manager Tubman Funeral Homes - Saskatchewan

We are looking for a Funeral Home Manager for our **Tubman Funeral Homes** located in:

Tubman Funeral Home - Wolseley, SK
Valley Crematorium - Wolseley, SK
Tubman Funeral Home - Indian Head, SK
Tubman Funeral Home - Fort Qu'Appelle, SK
Tubman Funeral Home - Kipling, SK

JOB RESPONSIBILITIES

Financial Management

- Work closely with your Market Leadership
- Develop an annual business plan and budget as well as financial, production and revenue goals
- Be accountable for monitoring and achieving annual financial goals
- Understand industry finances, how daily activities impact financial outcomes, and making appropriate sustainable business decisions

Operations

- Manage the day-to-day activities ensuring on-time services; exceeding client family expectations
- Remove barriers, encourage ideas, and identify improvements
- Resolves moderately complex problems; provides resolution guidance to supervisors and empowering accountability
- Responsible for establishing location goals and priorities
- Develop, communicate, and monitor goals, priorities, processes and procedures
- Manage frontline supervisor's responsibilities, expectations, and accountabilities
- Effectively present and communicate Company and Market strategies, values, and goals to location staff
- Maintain building, facilities, and grounds in a clean, manicured, and working order budgeting appropriately for repairs including equipment and furniture
- Ensure all safety, quality control, and compliance standards are adhered
- Show your support to your team by working alongside your team, arranging funerals, working services and any other day to day aspects of the business

People Development

- Develop a strong, trusting, and reliable team
- Understand team members career aspirations and provide assignments to develop skills and/or close gaps
- Constructively address issues and provide tangible and appropriate feedback
- Develop frontline supervisors' proactive and collaborative management style in order to increase employee engagement and minimize turnover
- Monitor training and licensing requirements ensuring staff is re-trained/licensed prior to expiration
- Responsible for screening candidates (internal and external) and hiring or promoting a skilled and effective staff
- Establishes pay, recommends pay increases, special pays, and career advancements
- Discipline staff as necessary; writes development plans to close behavior or skill gaps
- Collaborates with Human Resources throughout discipline, development, and termination processes
- Recommends and discusses terminations with Market Leadership

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MINIMUM Requirements

Certification/License

- Requires a Funeral Director License in Saskatchewan
- Technical schooling diploma Funeral Services/Mortuary Science

Experience

- At least nine (9) years industry experience in applicable discipline with progressively increased responsibilities
- At least four (4) years' experience managing people and effectively managing budgets and expense control required

Knowledge, Skills and Abilities

- Knowledge of industry competitive pricing, demographic patterns, and market competition strongly desired
- Knowledgeable in Financial and Business acumen
- Professional interpersonal skills as well as cultural sensitivity and tactfulness to interact with a variety of cultures and language barriers

Physical Demands

- Ability to lift up to 50 lbs. to assist with moving bodies

Work Hours

- Working beyond "standard" hours as the need arises and travel up to 25%

Thank you,

Interested applicants should forward their resume and cover letter ASAP via email to Phil Fredette: phil.fredette@sci-us.com

We thank all interested candidates in advance but only qualified candidates will be contacted for an interview