

Employment Opportunity

Assistant Manager

**Beaverdale Memorial Park
90 Pine Rock Avenue
New Haven, CT 06515
203-387-6601
drk@beaverdale.net**

Job Description

Primary Duties

- Supervision of all field workers
- Responsible for the preparation and completion of all grave openings
- Responsible for the preparation and completion of all entombments
- Responsible for the installation of all memorials
- Responsible for the maintenance of the grounds, equipment and buildings
- Assist with the sale of grave space, mausoleum space and memorials

Secondary Duties

- Assist Manager in administrative and accounting functions
- Assume the duties of the Manager in the manager's absence

Job Requirements

- College degree, preferably in horticulture or business, or commensurate experience
- 5 years experience in horticulture, business or cemetery operations preferred
- Experience with QuickBooks and M/S Office a plus
- Physical ability to lift up to 80 pounds
- Experience in operation of cemetery equipment preferred
- Mechanical ability relative to the maintenance of cemetery equipment for safety / preventative maintenance and buildings preferred
- Experience in supervision of employees preferred
- Pesticide Supervisory Applicators license preferred
- Work week will include Saturday hours
- Observe safety rules and ensure compliance with the operating procedures of corporate, federal, state guidelines
- Valid state issued driver's license
- Ability to pass backgrounds checks
- Ability to perform all job functions as subordinate employees
- Ability to communicate effectively
- Ability to communicate in Spanish a plus
- Beaverdale reserves the right to require a drug and alcohol test

Compensation includes a competitive salary with group benefits and a 403b option

Please forward resume along with two professional references to Dan R. Krueger, Manager at
USPS mail: 90 Pine Rock Avenue New Haven, CT 06515
Or email: dan.krueger@beaverdale.net

Beaverdale Memorial Park is an active, progressive 45 acre non-sectarian, not-for-profit cemetery established in 1929. We complete over 300 services each year and offer memorials for sale.