

Highland Memorial Park Cemetery (HMPC) seeks position of Vice President of Operations.

This person will work directly with the President and CEO of HMPC Joseph R. Swift on all aspects of the operations and management of HMPC for a period of 30 to 60 days.

After completion of orientation and training the individual would be promoted to president of HMPC and be responsible for the day-to-day operations and management of HMPC.

Once promoted to President the individual would report directly to the board of directors and may also consult with the President Emeritus Joseph R. Swift.

The person we are seeking must have at least 10 years cemetery experience including experience in the operations and management of a cemetery. The person must have management skills supervising administrative and operations staff including experience serving the public. The person must also be computer literate with experience using word, excel and some cemetery computer system's experience. The individual must also have experience in At-need and Pre-need sales programs.

If interested please send resume to:

Joseph R. Swift
One Rhode Island Ave.
Johnston, Rhoda Island 02919
401-231-9120