

Belvidere Township

Job Title:	Cemetery	Report To:	Supervisor
SevierDepartment/Group:		Job Code/ Req#:	
Location:	Six Lakes, MI	Travel Required:	Travel Required
Level/Salary Range:	\$300 per month	Position Type:	Part-time
HR Contact:		Date Posted:	
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	
External Posting URL:			
Internal Posting URL:			
Applications Accepted By:			
FAX OR EMAIL: Fax number or Email Subject Line: Subject Line		MAIL: BELVIDERE TOWNSHIP PO BOX 144 107 VESTA STREET SIX LAKES, MI 48886	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. MAIN RECORDS 2. SELL LOTS 3. OVER SEE BURIALS 4. ANSWER QUESTIONS 5. INFORCE RULES <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>High school degree</p> <p>PREFERRED SKILLS</p> <p>Preferred software: Microsoft word, excel, and QuickBooks. Phone etiquette, interpersonal skills, time management skills and record keeping</p> <p>ADDITIONAL NOTES</p> <p>Attend Monthly Meetings</p>			
Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time