

Employment Opportunity

The Roman Catholic Diocese of Thunder Bay is seeking an Administrative Manager for St. Andrew's Roman Catholic Cemetery reporting to the Bishop of Thunder Bay and the Cemetery Advisory Board.

Closing Date for applications: September 25, 2020

Position Summary:

Working with the Diocesan Pastoral Centre team at the Diocesan Centre the Administrative Manager co-operates with the cemetery supervisor, to bring about efficient day to day operation of St. Andrew's Cemetery, including financial and archival record keeping, cemetery liaison, customer sales and service.

Qualifications:

Superior communication, negotiation, mediation and coaching skills

High degree of computer literacy including ability to work with word processing and financial data programs

Knowledge of tenets, procedures and traditions of the Catholic Church related to death and funerals and a willingness to support them is expected.

A College diploma in business or office administration is preferred.

Note:

Applications containing a cover letter, resume and the name of three references must be forwarded to cemetery@dotb.ca prior to the closing date to be considered. Only those selected for an interview will be contacted. More complete information is available on the diocesan web site at: <https://www.dotb.ca/roman-catholic-diocese-of-thunder-bay/services-departments/st-andrews-cemetery/>.