

EMBALMER/FUNERAL DIRECTOR NEEDED!

Please call Beth Lydick at (765) 966-0596



**Doan & Mills Funeral Home
790 National Road West
Richmond, Indiana**



**Mills Funeral Home
405 East Main Street
Centerville, Indiana**

Requirements Of Embalmer/Funeral Director

- Current and valid Indiana Embalmer & Funeral Director's License
- Current and valid Indiana Drivers License with For Hire designation, with a clean driving record
- Excellent skill level for embalming, restorative arts, and natural looking cosmetology, for this is primarily an embalming position
- Share responsibility of making removals 24/7 and out-of-town day trips occasionally
- Capable of lifting and performing physical duties of the job
- Neat, professional appearance and professional conduct at all times
- Excellent verbal, phone, and written communication skills
- Detail oriented
- Positive attitude
- Work most funeral services and some visitations when needed
- Must be willing to work nights and weekends, on a schedule
- Share responsibility for light, indoor housekeeping and daily/seasonal grounds maintenance (leaves, weeds, litter, watering....)
- Share in being on-call to cover the phones during non-business hours – phones are answered by ASD
- Fill in as needed in the day-to-day operation of the funeral homes
- Meet with families for pre-arrangements on a limited basis
- Meet with at-need families if needed, and then be responsible for all service details
- Comfortable with computer skills needed for Microsoft Word, funeral home software (SRS), making DVDs (Life Tributes)
- Share in responsibility for daily vehicle maintenance
- Desire to be active in the community
- Work attire includes dark suits, white shirts, conservative neckties, and black polished shoes for men and dark suits, conservative blouses, and polished dark dress shoes for women
- Self-motivation and ability to promote self-direction and accept responsibilities related to the position

Company Overview

Mills Funeral Homes, Inc. is family-owned and is comprised of Doan & Mills Funeral Home in Richmond and Mills Funeral Home in Centerville. Our history is on our website. Most people in our two cities and in funeral service, know Ernie Mills from his many years in funeral service. He has dedicated his life to this ministry and enjoys providing respectful and meaningful service with integrity, helping families and getting to know them, and being involved in the community. His caring personality and quality service is genuinely reflected by all of the staff, through their own personalities. We have an experienced and professional staff of thoughtful, caring funeral directors.

Benefits

- Health Insurance – group medical health insurance through Anthem is paid for by the employer. This is a high deductible plan which is supplemented with a Health Savings Account (HSA).
- Vacations – Each employee begins with two weeks of vacation time with pay. After completing five years of steady employment with Mills Funeral Homes, Inc., three weeks of vacation time with pay will have been earned. Vacation time must be scheduled with the employer and is expected to be taken a week at a time.
- Profit Share – Our profit share is with AUL, and annual deposits are made by the employer in the first quarter of a new year for the previous year.
- Clothing Allowance – A suit/coat allowance up to \$600/year is allowed.
- Phone Allowance – Basic monthly telephone service is supplied by the employer.

Embalmer Needed As Soon As Possible

We are looking for a licensed embalmer/funeral director who is passionate regarding their embalming work and body preparation. We have always put the utmost importance on body presentation. We are a professional, caring, detail oriented, positive, and fun group to work with, who place emphasis on providing outstanding service. We are looking for someone who is willing to make a long-term commitment to take on these embalming responsibilities, help in all other areas of funeral service, and become active in the Richmond/Centerville communities.

Please call Beth Lydick at (765) 966-0596 if you are interested in learning more about this opportunity! You may also send your resume to doanmills@aol.com. You may learn more about us on our website at www.doanmillsfuneralhome.com.