



Job Title: Licensed Funeral Director

Company: Lyle Reeves Funerals Inc.

Location: High River, Alberta

Employment Type: Part-Time (hourly rate) or Full-Time (salary)

About Us: Lyle Reeves Funerals Inc. has been a cornerstone in compassionate funeral services since 2011. We are committed to providing families with dignified and personalized end-of-life services, offering support and guidance during challenging times. Our team values professionalism, empathy, and attention to detail in every aspect of our work.

Job Description: We are seeking a dedicated and experienced Funeral Director to join our team. The ideal candidate will have a strong background in funeral directing demonstrating proficiency in managing all aspects of funeral arrangements. Additional assets that will be considered include holding embalming certification and residing in High River, Alberta.

Responsibilities:

- Conduct consultations with bereaved families to discuss funeral arrangements and ensure their wishes are met.
- Coordinate and oversee all details of funeral services, including scheduling, staffing, and logistics.
- Dress and prepare bodies for visitations and funerals, adhering to cultural and religious customs when required.
- Transportation of remains to and from funeral home, place of death, and cemetery.
- Transportation of remains in care of Alberta Chief Medical Examiner
- Assist families with paperwork, permits, and documentation necessary for burial or cremation.
- *If candidate holds embalming licence - Prepare and embalm deceased individuals in accordance with legal and company standards, ensuring respect and dignity.*

Requirements:

- Licensed (or soon to be licensed) Funeral Director, in good standing with Alberta Funeral Services Regulatory Board.
- Experience will be assessed on an individual basis
- Strong interpersonal and communication skills, with a compassionate and empathetic approach.
- Ability to manage multiple tasks efficiently and maintain attention to detail.
- Proficiency in computer software for funeral home management and administrative tasks.
- Physical competency to transfer deceased persons and carry service equipment
- Availability to work evenings, weekends, and holidays as scheduled.

Benefits:

- Competitive salary commensurate with experience.
- Paid time off and holidays – negotiated based on experience
- Paid sick leave
- Professional development opportunities.

Application Process: Please submit your resume, cover letter, and references to craig@lylereeves.com . If you have any questions regarding this position please contact Owner - Craig Snodgrass – 403.652.9489.

We look forward to reviewing your application and discussing how your skills and experience align with our values at Lyle Reeves Funerals Inc.

This posting is designed to attract experienced professionals who are committed to providing compassionate and professional funeral services, while also ensuring compliance with legal and ethical standards. Lyle Reeves Funerals provides a low stress, flexible working environment that respects an individual's life / work balance.

