

The Catholic Cemeteries Office of the Diocese of Providence is currently looking to fill multiple part-time Customer Service Representative positions. Responsibilities include supporting the office through effective communication and efficient office protocol between families, customers, funeral directors and diocesan personnel. This includes receiving and documenting burial requests, entering invoices, troubleshooting calls and inquires, and tracking pertinent burial paperwork. General office and customer service experience required. Cemetery experience preferred. Attention to detail and pleasant professional demeanor is a must.

Must have high school diploma or equivalent that provides the required knowledge, skills, and abilities necessary. Working experience with MS Office/Excel software is essential.

Please email cover letter and resume to khancock@dioceseofprovidence.org.