

*Oak Grove Cemetery (608) 782-6956
1407 La Crosse Street, La Crosse WI 54601*

Position:

Office Assistant

Reports to:

Executive Director

Primary Responsibilities:

Customer Service
Genealogy
Answer phone
Maintain Records/ Database

Qualifications:

Previous office setting preferred
Ability to deal effectively with public
Organized / Detail oriented
Proficiency in Xcel, Word
Ability to handle confidential information

Work Environment:

Moderately paced environment
Death care industry

Other Details:

Temporary Part-time position
Office hours: Monday – Friday, 8 a.m. – 4 p.m.

Office Assistant

Oak Grove Cemetery's Office Assistant is a temporary position, designed to support our Family Service Counselor throughout the work week. Customer service will be the main focus, both in the office and over the phone.

If the appropriate database experience is met, record maintenance in our software would also be a responsibility.

Hours are flexible, but must be worked within Oak Grove Cemetery's standard office hours.