

Full job description

Llanelli Rural Council is looking for an Administrator to join its team at Llanelli District Cemetery.

Llanelli District Cemetery is a 32 acre site owned and operated in partnership by Llanelli Rural Council and Llanelli Town Council.

Click on the following link for further information:

<https://www.llanelli-cemetery.co.uk>

Job title: Administrative Assistant

Contract type: Part time, 17 hours per week – permanent contract

Hours of work: 17 hours per week 12.30 pm to 4.00 pm, Monday to Thursday and 12.30 pm to 3.30 pm on Fridays.

Starting salary: Grade 4 – 5 (according to experience) in accordance with SCP 7-18 of the NJC Salary Scales. £24,294 (starting salary @ Grade 4) - £26,421 (starting salary @ Grade 5) pro rata.

Reports to: Facilities Manager

The council is looking for a dedicated, enthusiastic, self-motivated person with:

- Excellent organisational skills
- Strong communication and interpersonal skills
- Excellent customer care skills
- An excellent working knowledge of ICT systems

The successful candidate will be used to working as part of a team with proven administration experience.

The role is a customer focused service and the post holder must be self-motivated and be able to use their own initiative and appropriately respond to issues and enquiries from a wide range of stakeholders with due empathy and sensitivity.

Ideally the post holder will have experience in working in the bereavement sector, i.e. a funeral home, cemetery or crematorium. This is desirable but not essential.

Knowledge of BACAS cemetery management and Rialtas accounting and administration software is desirable but not essential. Training will be provided.

A UK driving licence desirable but not essential.

Summary of main duties

The list below is not exhaustive.

- Delivery of a high-quality administrative function to the cemetery service.
- Staffing the reception of the office as necessary, answering telephone enquiries and correspondence.
- Working closely with funeral directors, officiants and the bereaved to ensure funeral services are carried out within agreed timescales and in a dignified manner.
- Liaising with funeral directors to ensure the interment takes place in accordance with families' wishes and with regard to cemetery policies and burial legislation.
- To respond to customers' enquiries, providing advice and information in regard to burial services.
- To liaise with memorial masons and process memorial permit applications.
- To advise and process the issuing and transfers of exclusive rights of burials, in accordance with the cemetery policy.
- Liaising with the Maintenance Team and administering time sheets, leave and payroll functions.
- Carry out any other duties commensurate with the level of the post, as directed by the line manager or senior council officer.
- Undertaking all relevant and compulsory training.

This Summary is not an exhaustive list but contains the main duties and tasks of the job.

To apply, complete the application pack that can be downloaded at

www.llanelli-rural.gov.uk

or contact enquiries@llanelli-rural.gov.uk requesting an application pack for the Cemetery Administrative Assistant position.

Closing date for applications: Monday 20 May 2024

Benefits:

- The council is an Investors In People organisation
- Generous holiday entitlement
- Access to Local Authority pension scheme