

Title: Co-ordinator, Poppy's Funerals, Full Time**Salary:** £22,000-24,000**Hours:** Basic hours: 8am-5pm; expectation to work flexibly**Reports to:** Isabel Potter, Manager**Application Deadline:** 10am, Monday 28th April**Summary:**

This is an exciting opportunity to become a major part of growing a small company with big ambitions. As our third full time employee, you will be in an excellent position to progress as the company grows. You will be based at Poppy's office in Tooting, but will frequently be: meeting families at home, running funerals, at the mortuary and out and about getting things done. Like Isabel and Poppy, you will do whatever needs doing. Standard hours: 8am-5pm but expectation to work flexibly, and beyond these hours if necessary. Full training will be given, and support and guidance whenever needed.

Duties and Responsibilities: Amongst other things:

- Meeting families and being their key point of contact throughout, arranging and leading funerals across Greater London and beyond
- Taking responsibility for the telephone: during office hours, out of hours every third week (including every third weekend), and for a third of all public holidays
- Collecting and taking care of the dead (no experience necessary)
- Co-ordinating meetings and funerals for other colleagues
- Promoting our work and ethos to the public, press, and within the industry
- Checking and ordering stock, lining coffins, making nameplates, keeping the space clean, care of vehicles, and administrative support etc
- Getting involved in other projects as necessary

Must be:

- A serious team player and up for an almighty challenge
- An excellent all rounder and completely flexible in approach to work
- Evangelical about what we're doing
- Highly organised, with a good sense of logistical planning
- A confident and friendly communicator
- Active and physically fit: able to lift, carry, dress the dead, line a coffin, basically do anything that needs doing
- Able and willing to drive within Greater London and sometimes further afield, and in possession of a full, clean driving licence
- Willing to work flexibly: occasionally starting early or working late or over the weekend if absolutely necessary
- Good attention to detail, calm, kind and practical

Holidays:

30 days (including Bank Holidays)

To let us know why you think you'd be right for this unique role, send a CV & covering letter to isabel@poppysfunerals.co.uk by **10am** on Monday 28th April.