



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

TURKS & CAICOS ISLANDS GOVERNMENT VACANCY

JOB TITLE: Cemetery Administrator Assistant
DEPARTMENT: Environmental Health Department
MINISTRY: Ministry of Health and Human Services
LOCATION: Providenciales, North and Middle Caicos, South Caicos and Grand Turk

JOB SUMMARY:

The job holder is responsible for supporting the Cemetery Administrator in the management of cemetery operations.

KEY DUTIES AND RESPONSIBILITIES:

1. Assist families with funeral arrangements including scheduling funerals, coordinating with funeral directors, and ensuring that all necessary paperwork is completed.
2. Maintain accurate cemetery record including maintaining burial and plot records, updating burial information in the cemetery database, and providing burial location information to families and funeral directors.
3. Maintain cemetery grounds including mowing, watering, and fertilizing the lawn, pruning trees and bushes, and maintaining the overall appearance of the cemetery.
4. Provide excellent customer service, answering questions, and providing information about cemetery services.
5. Manage cemetery finances including processing payments for burial plots, tracking expenses, and preparing financial reports for the Cemetery Administrator.
6. Assist with administrative duties, such as answering phones, scheduling appointments, and filing paperwork.
7. Ensure that the cemetery is in compliance with all applicable laws and regulations. This includes maintaining accurate burial records, complying with environmental regulations, and ensuring that the cemetery is safe and secure.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications:

Qualifications – High School Diploma or CXC Passes in English, Mathematics or equivalent
Experience – 1-year experience in Administrative Role or field

SALARY: Grade 4.1 \$32,550.00 per annum (Health Sector Scale)

APPLICATION PROCEDURE

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational





HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate.

Current serving officers must apply through their Head of Department.

Applications without supporting documents will not be processed

TURKS AND CAICOS ISLANDERS ONLY

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

