



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Cemetery Administrator
DEPARTMENT: Environmental Health Department
MINISTRY: Ministry of Health and Human Services
LOCATION: Providenciales

JOB SUMMARY:

The job holder is responsible for managing the daily operations of a cemetery, ensuring that all cemetery operations and maintenance are conducted in accordance with applicable regulations and policies.

KEY DUTIES AND RESPONSIBILITIES:

1. Oversee the daily operations of the cemetery, including managing the burial and interment process, managing staff and resources, and ensuring that all cemetery facilities are properly maintained.
2. Hire, train, supervise, and evaluate cemetery staff members, including groundskeepers, administrative staff, and maintenance workers.
3. Manage the cemetery's budget, including revenue and expenses, and prepare financial reports for management and stakeholders.
4. Interact with clients and customers to provide information, answer questions, and address concerns related to cemetery operations and services.
5. Ensure that the cemetery operates in compliance with all relevant laws, regulations, and policies, including local, state, and federal regulations governing cemetery operations.
6. Market and sell cemetery plots, memorial products, and other related services to customers.
7. Maintain accurate and up-to-date records related to cemetery operations, including burial records, financial records, and customer information.

Overall, the cemetery administrator is responsible for managing all aspects of the cemetery's operations to ensure that it provides high-quality services and facilities to customers and operates in compliance with all relevant laws and regulations.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications:





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Qualifications – An Associate Degree in Business Studies

Experience – 2-year experience in Administrative field

SALARY: Grade 5.1 \$38,691.00 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 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.

