



MESSINGER

MORTUARIES CEMETERIES CREMATORIES

FUNERAL ARRANGER

Messinger Payson Funeral Home

Messinger Payson Funeral Home

is seeking a compassionate, professional **Arranger** to support families & lead services.

Key Duties:

- Meeting with bereaved families to coordinate desired arrangements including but not limited to funeral, cremation, ship out / receiving, and cemetery services.
- Direct and assist on services, visitations, interments and witness cremations.
- Must be comfortable learning new software such as utilizing Messinger's internal computer systems as well good working knowledge of Microsoft/Window based applications.
- Excellent communication skills; highly organized; self-starter. Maintains open and effective communication and accurate, up-to-date client files.
- Must have a current valid Arizona Driver's License with a clean driving record.

Requirements: High School diploma/ GED, MS Office proficiency, valid driver's license, and no lifting restrictions. Must be available for on-call weekends/evenings.

Benefits: Competitive pay, Medical/ Dental/Vision, and 401(k) with company match. Ongoing training and advancement opportunities provided.

TO APPLY:

**Please inquire in person at
901 S. Westerly Rd., Payson, AZ.**