



Arka Original Funerals

FUNERAL ARRANGER AND SUPPORT VACANCY

Full Time 37.5 hours per week over 5 days.

Permanent (after passing a 6 month probationary period)

Starting salary £22,912

Salary after probation £24,862

Arka Original Funerals is a vibrant, modern funeral directors. We specialise in bespoke, beautiful funerals. Working with a wide range of clients in the Sussex area we support people to make the right choices for them and their friends and family when someone dies.

We are now need to recruit a full time funeral arranger to support the business in our day to day operations.

We are looking for a self-motivating, confident individual who shares our passion for choice and quality of service. The role is a hybrid from the traditional role of Funeral Arranger, we would like to employ someone who can support families to arrange funerals but also support practically on the day of the funeral and get involved in the practical day to day operational side of things. For this reason you will also need to be physically strong (our test would be to lift a 11 stone person up or downstairs on a stretcher with one other person).

The working days will normally be our office opening hours but this can and will vary in this role and you will also be on-call for one week in five (additional payments are made for being on-call and if you are called out). We welcome applications from people with or without previous experience.

If you are interested in applying for this role please download the Job Description and Person specification from www.arkafunerals.co.uk/news and send your CV and covering letter to Sarah Clarke-Kent, Arka Original Funerals, 136 Islingword Road, Brighton BN2 9SH or email to sarah@arkafunerals.co.uk. Closing date Friday 4th June 2021. 1st round interviews are scheduled for Wednesday 9th June 2021.

If you haven't heard back from us by this date please assume that on this occasion you have been unsuccessful. Thank you for your interest in this role and in Arka Original Funerals.