

Location: Quebec City, Quebec, Canada

About Mount Hermon Cemetery

Nestled in the heart of Québec City, Mount Hermon Cemetery has been a serene resting place and a symbol of remembrance for our community since 1849. We pride ourselves on maintaining a peaceful environment that honours the memories of our dearly departed and inspires visitors. Our commitment to excellence is unwavering, and with that in mind, we are always opened to receive spontaneous applications from individuals interested in joining our impassioned team.

Position: Spontaneous application

Reporting to: The Manager

Position Type: Not applicable

The standard work week is 35 hours.

Qualifications

- Diploma in a related field;
- Experience in using software for word processing, publishing, spreadsheets, presentations (such as Microsoft 365), databases, as well as communications tools (Zoom, Teams, social media platforms, etc.);
- An acceptable combination of education, training, and experience will also be considered;
- Excellent English and French communication skills, both written and oral;
- A demonstrated ability to work with a diverse range of stakeholders; and
- A genuine respect for the sensitive nature of the role and the ability to handle emotional situations with empathy, discretion, and confidentiality.

For more information or to submit your resumé and cover letter, contact Zacharie Garneau, Manager of the organization (zgarneau@mounthermoncemetery.com).

Mount Hermon Cemetery is an equal opportunity employer. We value the diversity of our staff and are committed to creating an inclusive environment for all employees.