



Operations Manager – Bathurst Chapel

We Are:

As one of Canada's most forward thinking family-owned funeral homes, Cardinal Funeral Homes has been providing outstanding family satisfaction to our client families since 1925. Our success comes from a company culture based on mutual respect, continued investment in our people, and a progressive working environment.

We Are Looking For:

Due to promotion from within, we are accepting applications from candidates within our organization and across the province of Ontario in order to find the best person to join our Leadership Team as Operations Manager of our Bathurst Chapel. The ideal candidate will be a driven, talented, service-oriented person who is self-motivated, possesses excellent communication skills and is comfortable working as a mentor and motivator to a high performing team. The successful candidate will be in charge of the day-to-day operations of our Bathurst Chapel, be the license holder with the Bereavement Authority of Ontario, lead and inspire a hard working group of professionals while creating a positive, healthy work environment focused on teamwork, education, cooperation and training. We are looking for someone who will assist in growing our business as we approach our 100th anniversary, keeping an eye on the future of funeral service while always maintaining the high level of service our client families expect. Over the last 97 years Cardinal Funeral Homes has fostered deep connections to the communities we serve and the Operations Manager will have a role to play in maintaining and strengthening these relationships. ***We love what we do and are looking for someone who can share our enthusiasm!***

We Require:

An exceptional ability to lead others through positive motivation and teamwork, a Class 1 Funeral Director license in good standing, working knowledge and comfort with various computer programs (Microsoft Office etc.), excellent interpersonal skills, attention to detail and a passion for supporting and helping your colleagues as well as the families we serve. Previous leadership experience will be considered an asset but is not a requirement to apply for this position. While the successful candidate will primarily work during normal business hours, the responsibility of the position does require the ability to support the successful operation of the funeral home when it is open (remotely, via phone or email) during the evening and weekend, if necessary.

We Provide:

Cardinal Funeral Homes is committed to providing all our team members with an opportunity for personal and professional growth, a focus on work/life balance, and an employee friendly working schedule. We offer a competitive salary as well as the most generous benefits in the profession which includes, among others, a pension program, professional clothing, smart phone and dry cleaning allowances. Salary will be based on the experience and skills of the successful candidate with an opportunity for additional compensation to be earned based on location and company performance.

If Interested:

Please send your resume along with a covering letter explaining why you would be a great addition to our Leadership Team to Kim Silva-Kellam, General Manager at kim@cardinalfuneralhomes.com. You may also visit us at www.cardinalfuneralhomes.com/careers to learn more about what it is like to work with us.

We will hold each application in the strictest confidence and we appreciate all the applications we will receive for this position but we will only be contacting those that are selected for an interview.