

COME WORK FOR THE BEST



Lavenia & Summers Home for Funerals is currently accepting applications for the following positions:

Administrator - Part Time

Interested candidates must have excellent communication, telephone and computer skills, be detail oriented, be a team player and able to handle emotional situations when dealing with grieving families. Reliability is a must.

Guest Relations - Part Time

Interested candidates must have excellent communication, computer and telephone skills, be detail oriented, be a team player and able to handle emotional situations when dealing with grieving families. This position offers flexible scheduling, however it does require evening and weekend availability. Reliability is a must.

If you are interested, visit the Flanner and Buchanan website and download an application at <http://flannerbuchanan.com/who-we-are/employment-2/> or contact **Emanuel Smith**, Managing Director at **317-547-5814**, or by e-mail at esmith@laveniasummers.com to start the application process.

