



Example of Field Assistant Job Description

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Our innovative and growing company is searching for experienced candidates for the position of field assistant. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for field assistant

- Assist in the maintenance of a clean job site for trade partner, take direction well
- Preparing and distributing daily interment or cremation schedules, reports, and documents
- Maintaining and verifying the accuracy of logs associated with markers, interments and/or cremations
- Acts on calls from external customers, including other cemeteries and mortuaries, to provide product and service selections, to include disposition of remains, contracts, and payments
- Assists Sales, Community or Family Service Counselors as needed
- Conducts blind checks
- Monitors and follows up on marker orders
- Maintains Dignity for Excellence location book where applicable
- May design and manage MEMs including monuments and markers
- Coordinate with Operations staff to ensure efficiency of business unit

Qualifications for field assistant

- Office experience in a sales environment
- Completion of a two year business training program or associates degree
- Computer literate (MS Word, MS Excel, MS Powerpoint, Oracle Discovery)
- Ability to multi-task and work independently under pressure with others on

- Advanced knowledge of Microsoft Word, Excel, Access, and PowerPoint required