

Mortuary Name: Omega Society

City: Santa Ana, CA (serving the entire 5-county Southern California Area)

Contact: Janet de Michaelis, President & Manager

Telephone: 714-754-7781 (FAX: 714-754-7103)

Email Address: [omegasociety@aol.com](mailto:omegasociety@aol.com)

Call between these hours: 9:00am - 5:00pm

Preferred Contact Method: Email

Type of Position: Funeral Director / Arrangement Counselor / Office Personnel / First-Call Driver / Death Certificate Specialist

Live In: No

Status: Full Time

Details of Job/Requirements for Position:

The Omega Society is a 33 year old, independently owned, funeral service provider specializing in low cost cremation and burial services for the Southern California market. We are a very busy and rapidly growing company and are in need of capable and qualified individuals who are looking for an opportunity to be on the cutting edge of funeral service.

We are seeking individuals who possess any of the following skills:

Meet with families, know funeral law, obtain and clear causes for death certificates, type and file death certificates, obtain doctor's signatures on death certificates, make removals, answer phones and questions, and provide general office assistance. Knowledge of EDRS (electronic filing) a plus.

If you are a team player, pleasant, personable and easy to get along with, honest, responsible, reliable, possess strong communication and customer service skills, are efficient, detailed, knowledgeable, accurate, quick, trainable, love a challenge and a fast paced working environment, you need to call us! Please have a clean DMV record. No smoking, drugs, alcohol. We do background checks, as well.

Unlike most funeral service providers, our hours are only Monday through Friday, 8:30 am - 5:00 pm. No weekends. Some sharing of overnight and weekend phones. Opportunity for overtime, if desired, making after hour removals.

Come join our winning team!

Please email your resume, experience, references of past supervisors, salary history and requirements to [omegasociety@aol.com](mailto:omegasociety@aol.com) or FAX to 714-754-7103.

We look forward to hearing from you!