

Inspector

The Board of Embalmers and Funeral Directors is the premier, full-service licensing agency for the Commonwealth of Kentucky. It is a dynamic team that works to support all funeral directors, embalmers, apprentices, transporters, and hears all complaints. If you are motivated, independent, and have strong communication and organizational skills, we encourage you to apply today!

The Inspector is responsible for inspecting all current establishments on a regular basis; assisting those wishing to open a funeral establishment, and investigating complaints as directed by the board.

This position offers flexibility, great benefits, on the job training, and experienced supervision.

Responsibilities may include but are not limited to:

- Inspecting funeral establishments for compliance with KRS 316, 201 KAR 15, and OSHA and FTC regulations
- Reviewing documentation
- Investigating complaints
- Completing reports and invoicing
- Attending Boarding meetings and examinations
- Attend Regional meetings
- Answering calls and responding to messages

Preferred Skills and Abilities

- Valid driver's license
- Reliable Transportation
- Experience in the health, investigation, or inspection field
- Experience in the funeral service field
- Licensed Funeral Director and Embalmer
- OSHA Certified

All interested parties should send resume to Attn: Executive Director at:

KBEFD

9114 Leesgate Rd, Ste 4

Louisville, KY 40222

Administrative Assistant

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The administrative assistant is responsible for interacting with guests via phone, email, and in person and data entry, filing, and preparation.

This quiet but busy office where you can make a difference in the Commonwealth. This position great benefits, on the job training, and experienced supervision.

Responsibilities may include but are not limited to:

- Answering all calls
- Receiving all guests
- Making files and filing paper documents
- Data entry
- Assisting with renewals
- Preparing letters and postcards
- Receiving and disseminating mail

Preferred Skills and Abilities:

- Decision-Making Skills
- Proficient Computer Knowledge
- High Level Customer Service
- Ability to Prioritize
- Strong Work Ethic

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