



Are you ready to become a member of the Client Services team at the Metropolitan Cemeteries Board?

The following questions may help you decide if the Metropolitan Cemeteries Board is the place for you.

It is not a part of the application process and you are not required to submit a copy of your answers.

It is designed to help you think about the role and whether it is right for you - it is up to you if you use it.

Questions	Yes	Maybe	No
Skills			
Do you enjoy working in a team?			
Do you have great attention to detail and have the ability to process a high volume of paperwork with a high level of accuracy?			
When making decisions, do you consider your options and the pros and cons of each one?			
Do you have the self-confidence to be resourceful when the situation demands it, but to know when to seek assistance?			
Are you able to quickly learn a wide variety of new business content?			
Personal Attributes			
Are you passionate about working with people to make a difference?			
Are you capable of dealing with very emotional clients without becoming emotionally affected yourself?			
Do you enjoy engaging with a variety of customers?			
Do you enjoy dealing with the public?			
Are you capable of dealing with difficult clients?			
Can you work in an often high pressure and high volume environment?			
Are you able to deal with people in a respectful and professional manner under stressful situations?			
Are you comfortable working with people from other cultural backgrounds?			
Are you able to remain positive and productive through periods of ambiguity, uncertainty and stress?			





Questions	Yes	Maybe	No
Flexibility			
Are you willing and able to work to cover the hours 8:00am – 5:00pm?			
Are you willing and able to work on Saturday mornings from time to time?			
Are you looking for a stable position in a positive and supportive working environment with good employee benefits?			

If you answered "**YES**" to all of the above questions and you feel that you are ready to take on the challenges and responsibilities of a Metropolitan Cemeteries Board Client Services team member, [apply now](#).

If you answered "**NO**" to any of these questions, you should give some thought as to whether this position is really for you.

Please contact the Metropolitan Cemeteries Board Manager Client Services for further clarification about this position. They can help answer any questions you may have before making a decision.

