

The B.C. Muslim Association  
12300 Blundell Road  
Richmond, B.C. V6W 1B3



Telephone (604) 270-2522  
info@thebcma.com  
www.thebcma.com

## FUNERAL SERVICES

September 21, 2021

### Job Opportunity

#### FULL TIME FUNERAL ASSISTANT

#### ***With the career opportunity to become a licensed funeral director***

The BC Muslim Association is looking for a full time Funeral Assistant to generally assist in the Association's funeral and burial services while working through an apprentice program to successfully obtain a funeral director license.

*The BCMA was established in 1966 and is the largest Muslim organization in North America. We own and operate Islamic centers and schools in several cities across the province and employ over a hundred and fifty part and full-time workers. Among the many services, it serves the Sunni Muslim community by providing funeral and burial services.*

The Association is requesting that interested individuals to apply with:

- Covering letter;
- Resume
- One-page letter detailing your personal statement, your long-term vision, why you feel that you are suited for a career in the funeral service and how you would like to serve the BC Muslim Association.

Interested applicants must:

- be eligible to work in Canada (Canadian Citizen, permanent resident, etc);
- have a clean Criminal Record Check (Vulnerable Sector)
- have a valid Class 5 driver's licence
- have basic knowledge of bookkeeping and accounting
- have basic computer skills (data processing, Excel, Word, PowerPoint etc.)

*The deadline to submit the above mentioned is November 15, 2021.*

The selected candidate will be hired initially as a funeral assistant and will be given training by BCMA. In September 2022 the hired funeral assistant will be required to enroll in the Funeral Director Apprenticeship Program to obtain the license unless he/she is already a licensed funeral director recognized by the province of BC.

Upon successful completion of the funeral director apprenticeship program and being certified and licensed, BCMA will contract and employ the candidate for a minimum 5-year career opportunity.

*Salary & Benefits:* Compensation commensurate with experience.

To apply, please email your resume:  
burial@thebcma.com