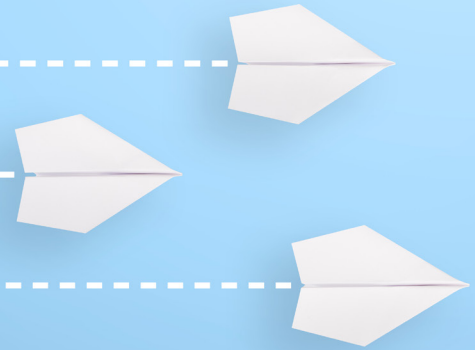


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JOIN a strong team where you will learn to be the best in the business?

WORK for the most forward thinking funeral home in Lancaster County?

BELIEVE in a mission of service, value and choice?

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TO APPLY

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LITITZ
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Chip & Chad Snyder



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Charles F. Snyder, Jr.
Funeral Director/Owner
Charles F. Snyder, III
Funeral Director/Owner

www.SnyderFuneralHome.com
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FUNERAL HOME & CREMATORY, INC.

ADMINISTRATIVE ASSISTANT – CHARLES F. SNYDER FUNERAL HOMES & CREMATORY – LANCASTER COUNTY, PENNSYLVANIA

Charles F. Snyder Funeral Homes & Crematory, Inc., a third-generation family-owned and operated, community-minded, values-based organization, located in Lancaster, is seeking a willing, organized, caring, self-motivated, emotionally mature **Funeral Director Administrative Assistant** with a strong sense of urgency and initiative who is willing to contribute significantly and strategically to the Team as they serve the needs of the greater Lancaster area.

This exciting opportunity requires 3+ years of office administration or other related fields experience, outstanding communication skills (written and verbal, formal and informal, internal and external), excellent time management skills and the ability to manage multiple projects and deadlines, strong attention to detail, proofreading and follow through, and a high degree of overall computer proficiency with Microsoft Office Suite and more. Funeral Home Industry experience is not required.

Responsibilities include:

- Performs data entry of arrangement conference information into industry specific workflow and CRM systems, proofs data entry for accuracy and completeness.
- Assist with completing national, state, and local authorization and benefit processes.
- Manage scheduling and appointment coordination.
- Manage and support calendar accounts.
- Perform general administrative tasks.
- Assist the Funeral Director with funeral service arrangement details.
- Assist the Funeral Director with ordering funeral merchandise.
- Handle confidential and sensitive information with discretion.
- Complete tasks by a strict inflexible deadline.
- Complete special projects as assigned.
- This is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties.

Professional engagement and participation, community service involvement, and volunteerism with a demonstration and commitment to focus on others is highly preferred.

Interested individuals are invited stop by in person at any of our spectacular locations to fill out an application or send a personalized resume to Careers@SnyderFuneralHome.com.

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Supervisor

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