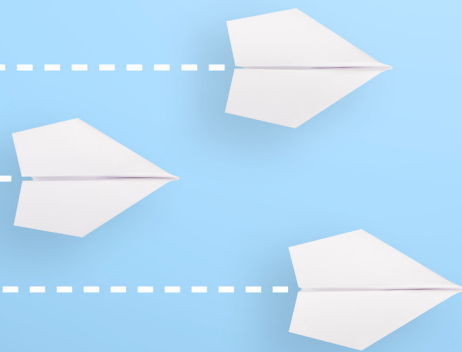


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BELIEVE in a mission of service, value and choice?

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TO APPLY

SEND RESUME AND COVER LETTER
CAREERS@SNYDERFUNERALHOME.COM
OR CALL 717.560.5100

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

Charles F. Snyder Funeral Homes & Crematory, Inc., a family-owned and operated, community-minded, values-based organization, located in Lancaster, is seeking an experienced, self-motivated, emotionally mature Administrative Supervisor 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 leadership and management experience, outstanding interpersonal and communication skills, coaching and talent development experience, customer/client experience, flexibility, and the ability to meet tight deadlines. This will be a hands on position requiring front desk administrative tasks with a work week Tuesday through Saturday from 8:00am to 5:00pm. Funeral Home Industry experience is not required.

Responsibilities include:

- Office Management / Front Desk Administration
- Team Leadership and Management
- Policy Development / Process Improvement
- Resource Management
- Individual, Team & Organization Participation

Community and volunteer involvement is highly preferred.

Interested individuals are invited to email a cover letter and a resume to Careers@snyderfuneralhome.com.

LANCASTER CITY
414 E. King St.
Lancaster, PA 17602
717.393.9661
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Supervisor

MANHEIM TWP
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Lititz, PA 17543
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Charles F. Snyder, III,
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