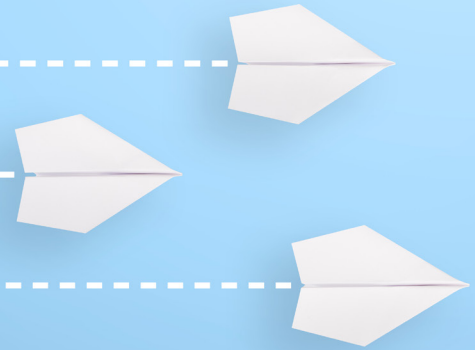


DO YOU STAND OUT?



AND ARE YOU READY TO...

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?

Then, we'd love to have you.

TO APPLY

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

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MANHEIM TOWNSHIP
MILLERSVILLE
LANCASTER CITY
LITITZ
STRASBURG
WILLOW STREET



Chip & Chad Snyder



Charles F.
SNYDER
FUNERAL HOMES & CREMATORY

OUR MISSION: SERVICE | VALUE | CHOICE



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.

BILINGUAL 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 **Bilingual 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 with fluency in English and Spanish (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:

- Direct Support of Funeral Directors, Administration, and Clients
- Greeting and Assisting all Guests and Clients
- Coordinating and Managing Inbound and Outbound Communication; Phone Calls and Emails
- Coordinating and Scheduling Appointments and Meetings
- Analyzing and Optimizing Logistical Procedures
- Data Management and Reports Creation
- Inventory Ordering and Management
- Special Projects, as Assigned
- Individual, Team, and Company Participation

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.

LANCASTER CITY
414 E. King St.
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Supervisor

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