



Part-time Receptionist

Sam S. Smucker & Sons, Inc. is a premier exterior home improvement services firm in the South-Central Pennsylvania region. We provide high-quality roofing, windows, doors, sunrooms, decks, siding, and spouting services to help our loyal customers add value and beauty to their homes. Smucker Laser Cutting & Metal Fabrication (a division of Sam S. Smucker & Sons, Inc.) provides laser cutting and fabrication services from manual prototyping to automated long run productions.

We are currently seeking a part-time Receptionist one day a week (Wednesdays from 8 a.m. – 5:00 p.m.) and to fill in for vacation and other needs periodically. The Receptionists greets guests, answers and routes incoming phone calls, and performs other administrative duties. We are seeking candidates with strong interpersonal, organizational, and administrative skills.

Sam S. Smucker & Sons, Inc. provides competitive compensation and a great working environment. To apply, send your resume to: Sam S. Smucker & Sons, Inc., attention Human Resources, 543 Strasburg Pike, Lancaster, PA 17602. Email info@sssmucker.com. Fax (717) 684-0944. www.sssmucker.com. EOE