



Office Assistant (part-time)

Sam S. Smucker & Sons, Inc. is a premier exterior home improvement services and metal fabrication 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 Office Assistant 15-20 hours per week. The scheduled hours are flexible during weekdays. The Office Assistant:

- Performs data entry functions;
- Files documents;
- Scans documents;
- Provides coverage for the Receptionist, including greeting guests and answering and routing incoming phone calls;
- Types proposals and processes contracts; and
- Performs other office duties.

We are seeking candidates with:

- Experience working in an office environment;
- Strong interpersonal skills;
- Organizational skills;
- Detail orientation;
- Multi-tasking ability; and
- Personal computer skills, including MS Office.

Sam S. Smucker & Sons provides competitive compensation and a great working environment. To apply for this excellent career opportunity, send your resume/application to: Sam S. Smucker & Sons, attention Human Resources, 543

Strasburg Pike, Lancaster, PA 17602. Email jweishedel@sssmucker.com. Fax (717) 687-0944. Phone (717) 687-4350. www.sssmucker.com and www.smuckerlaser.com. EOE