



Scenic Ridge Company

www.scenicridge.com
2554 Steelton Road
Lancaster, PA 17601
717-768-7522

March 30, 2022

Executive Administrative Assistant – Bldg. 2549/2554

Scenic Ridge Company is seeking dependable, organized, self-starting, type documents, data entry, filing, scheduling and other duties as needed.

Essential Duties:

- Provide professional administrative support for customers, vendors, and employees.
- Provide administrative support assisting with real estate management, improvements and sales, including scheduling insurance, banking and tenant meetings.
- Assist with accounting data entry, quarterly newsletters, website and marketing projects.

Requirements:

- Minimum two years experience in related field or two years post high school education. Demonstrated ability in computer, customer service and typing skills. Must be detail oriented, have strong communication skills and have the ability to keep company information strictly confidential.

Apply in person

Scenic Ridge Company
2554 Steelton Rd,
Lancaster PA 17601
(717)661-3364