



# Scenic Ridge Company

[www.scenicridge.com](http://www.scenicridge.com)  
2554 Steelton Road  
Lancaster, PA 17601  
717-768-7522

March 31, 2023

## Qualified Candidates:

Scenic Ridge is seeking candidates for the position below. Interested, qualified candidates should submit a resume or application to human resources.

## Part Time Administrative Assistant

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

### Essential Duties:

- Provide professional administrative support for all walk-in and telephone 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.
- Work 20-30 hours per week - Monday through Friday

### Recommended:

- 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 or online:

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

<https://www.scenicridge.com/careers>

