

## Front Desk Receptionist Customer Service

We are looking for a highly organized person with customer service experience to fill a position on our Pennysaver/Evening Sun front desk. This receptionist and Evening Sun classified typing position is multi-faceted, and requires a variety of skills beyond delivering a positive customer experience each and every time.

We also require:

- Great attention to detail

- Adaptability

- Ability to type quickly and accurately

- Basic accounting knowledge

- Positive, team attitude

If you are interested in speaking with us about this position, please send a resume and cover letter with salary requirements.

Email: [cedwards@circulars.com](mailto:cedwards@circulars.com)

Mail: Snyder Communications,  
18-20 Mechanic Street, Norwich, NY 13815

Attn: C. Edwards

In Person: 18-20 Mechanic Street, Norwich

No phone calls, please.

EOE

THE EVENING SUN

Pennysaver