

## ADMINISTRATIVE ASSISTANT / DOCUMENT SPECIALIST

Sevee & Maher Engineers, Inc. (SME) has a new full-time position for an **Administrative Assistant/Document Specialist** at our headquarters in Cumberland, Maine.

### Position Summary

SME is seeking an individual to join the administrative support staff of our engineering consulting firm. The successful applicant will be self-motivated and a good multi-tasker, possess strong computer skills, enjoy working with people, and be able to perform detailed and accurate work, while maintaining a positive attitude. The **Administrative Assistant/Document Specialist** will be responsible for the following duties:

- Prepare documents (letters, proposals, specifications, reports, etc.) using Microsoft Office and Adobe Acrobat, following specified style guides and ensuring accuracy, completeness, and correct formatting
- Effectively work with project managers and authors to address document issues
- Manage deliverables efficiently so problems are anticipated and resolved quickly and tasks are completed on time
- Print and bind documents
- Quality control of submittal requirements, and
- Complete special projects and duties as assigned.

We are looking for a person who will fit with our friendly culture and positive work environment. Because the **Administrative Assistant/Document Specialist** works closely with SME's personnel, your strong interpersonal, writing, and verbal skills will be important to this role. At SME, we take pride in building and maintaining meaningful, long-term relationships with all parties with whom we interact.

### Required Skills and Qualifications

- In-office presence during our typical office hours of Monday through Friday, from 8:00 am to 5:00 pm, with a one-hour lunch break
- Strong proficiency in Microsoft Word, Excel, PowerPoint, SharePoint, and Outlook, as well as Adobe Acrobat
- Ability to proofread and edit written content for grammar, punctuation, and spelling
- Strong organizational skills with the ability to multitask, prioritize, and manage time effectively, and
- Previous experience in an engineering or other professional office is a plus.

### Working at SME

Founded in 1985, SME is an accomplished team of more than 90 experienced and talented professionals providing civil and environmental engineering and consulting, comprehensive design, construction management and oversight, permitting, and testing services for commercial, industrial, governmental, and residential clients throughout the United States. SME combines strong technical expertise with innovative technologies to provide cutting-edge solutions to our clients' 21st-century challenges.

At the heart of SME is our friendly and down to earth culture. SME is large enough to offer a full range of services but small enough that everyone on our team makes a difference. There is room to choose your own path and pursue your passions, and each person is recognized for their contribution to our collective

success. Joining SME means becoming part of a group of dedicated professionals who enjoy doing meaningful work together.

Along with a collaborative work environment, SME offers:

- Work-life balance
- Professional development and growth opportunities
- Intraoffice groups including hiking, hockey, and running
- Community involvement such as volunteer days and an SME sponsored road race team, and
- Fall golf outing, regular social events, and more.

### **Compensation and Benefits**

SME offers an excellent compensation and benefits package that includes:

- 100% company paid Medical, Life, and Long-Term and Short-Term Disability insurance;
- Annual HSA contributions;
- Paid vacation and sick time with 9 paid holidays per year;
- 401k plan with generous matching contribution; profit sharing; and a non-discretionary 3% of gross pay contribution; and
- Performance-based year-end bonuses.

### **Let's Connect!**

SME is always looking for new talent. If this position sounds like a good fit for you, please submit your resume and cover letter to: [smeresumes@sme-engineers.com](mailto:smeresumes@sme-engineers.com)

No telephone calls, please.

*SME is an Equal Opportunity employer committed to fairness in all our employment practices. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by applicable law.*