

## FRONT OFFICE RECEPTIONIST

Sevee & Maher Engineers, Inc. (SME) has a new position for a **Front Office Receptionist** at our headquarters in Cumberland, Maine. This may be either a full-time position or a part-time/jobshare position, depending on the right candidate's availability.

### Position Summary

First impressions are important, and SME is seeking an energetic and organized individual to play a key role in the front office of our engineering consulting firm. The successful applicant will be self-motivated and a good multi-tasker, possess strong computer skills, and enjoy working with people. The **Front Office Receptionist** will be responsible for the following duties:

- Greet clients and visitors
- Answer and screen incoming calls
- Check, sort, and distribute incoming mail and prepare outgoing mail and shipments
- Manage and order office supplies, and coordinate routine building and equipment maintenance
- Assist with making travel arrangements (flights, car rentals, hotels, etc.)
- Provide meeting support (schedule; place and pick up food and beverage orders; track attendance)
- Assist with event registrations, 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 **Front Office Receptionist** works closely with SME's personnel, clients, and vendors, 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 office hours of Monday through Friday, from 8:00 am to 5:00 pm
- Proficiency with Microsoft Windows, Office Suite, and other common office software
- Experience with common office equipment, such as telephones and printers
- Professional in-person, email, and telephone manner
- Familiarity with travel booking
- Valid driver's license, and
- Previous experience in a 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)

For more information about SME, visit [\*\*sme-engineers.com\*\*](http://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.*