

ADMINISTRATIVE ASSISTANT

Are you interested in a progressive and growing company that offers exceptional opportunities for your success? Sevee & Maher Engineers, Inc. (SME) has a new full-time position for an **Administrative Assistant** at our headquarters in Cumberland, Maine.

Founded in 1985, SME is an accomplished team of 55 experienced and talented professionals providing civil and environmental consulting, comprehensive design, construction, and permitting 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.

As we enter our next phase of growth, SME offers a unique opportunity for a motivated and experienced individual to excel.

Position Summary

First impressions are important, and SME is seeking an energetic individual to join the front office 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 manage detailed and accurate work, while maintaining a positive attitude. The right candidate will be responsible for the following duties:

- Greet clients and visitors,
- Answer and screen incoming calls,
- Assist with word processing and formatting of written reports,
- Support professional staff with document preparation, printing, and assembly as needed,
- Sort and distribute mail and prepare outgoing mail,
- Manage office supplies and coordinate building and equipment maintenance,
- Assist with HR tasks such as employee recruitment and onboarding, and
- Complete special projects and duties as assigned.

We are looking for a person who will fit with our culture and positive work environment. Because the **Administrative Assistant** 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.

Required Skills and Qualifications

- Presence during our typical office hours of Monday through Friday, from 8:00 am to 5:00 pm, with a one-hour lunch break,
- Knowledge of Microsoft Windows, Office Suite, and other common office software,
- Valid driver's license, and
- Previous experience in an engineering or other professional office is a plus.

Working at SME

At the heart of SME is a culture that is friendly and down to earth. 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. SME supports and encourages professional development and active participation with professional associations. Joining SME means becoming part of a group of dedicated professionals who enjoy doing meaningful work together.

Compensation and Benefits

SME offers an excellent compensation and benefits package. The company pays 100 percent of Medical, Life, and Long-Term and Short-Term Disability insurance, and annually contributes to each employee's Health Savings Account. We provide paid vacation, holiday, and sick time. SME's retirement plan includes three components: a generous 401k plan; profit sharing; and a non-discretionary 3% of gross pay contribution. There are year-end bonuses for all employees.

Location

SME is based in Cumberland, just north of Portland, Maine. Perfect for a balance of work and play, we are located only minutes from ocean beaches, lakes, rivers, and mountains where you can conveniently access outstanding outdoor activities. If city life is more your style, the area offers fantastic shopping and dining options as well as a diverse arts and entertainment scene.

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**

No telephone calls, please.

SME is an Equal Opportunity Employer and does not discriminate against applicants or employees due to race, color, religion, sex, sexual orientation, gender identity, or national origin.