

## ADMINISTRATIVE ASSISTANT

Sevee & Maher Engineers, Inc. (SME) is looking for a full-time **Administrative Assistant** at our headquarters in Cumberland, Maine. *We are a progressive and growing company that offers outstanding opportunities and exceptional benefits.*

Founded in 1985, SME is an accomplished team of 80+ experienced and talented professionals providing environmental and civil engineering consulting services nationwide. From permitting solar farms to cleaning up environmental hazards, managing society's waste, and developing sustainable solutions, SME's employees share a common goal of assisting our clients in the protection of human and environmental health.

### Position Summary

SME is seeking an energetic individual to join our firm's front office. 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:

- Answer and screen incoming calls,
- Assist with word processing ,formatting, and production of technical reports,
- Produce report tables summarizing environmental data,
- Assist with data review for quality and accuracy,
- Manage office supplies and coordinate building and equipment maintenance, and
- Complete special projects and duties as assigned.

There will be opportunities to take on additional administrative responsibilities of interest.

We are looking for a person who will fit with our friendly 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,
- Attention to detail,
- Ability to work well in a fast-paced environment,
- 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

SME has offices in Maine, Georgia, Illinois, and Arizona. At the heart of our firm 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](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.*