

Receptionist Brunswick, Maine

Eaton Peabody, a Maine-based law firm with attorneys serving New England and Atlantic Canada, is currently seeking applicants for the position of Receptionist in our Brunswick office.

As the first face and voice of the Firm, the Receptionist will present a polished and refined appearance and act in a courteous, professional, and respectful manner at all times, assuring a warm, welcoming environment in the Firm's reception area. The Receptionist is responsible for handling all telephone calls, greeting and assisting clients and guests of the office, and receiving and distributing all mail, hand deliveries, and incoming faxes at the time of receipt. As time allows, the Receptionist will also provide administrative support in a variety of other capacities. Specific skills/qualifications include:

- A high-school diploma or equivalent (required)
- High degree of confidentiality, accuracy and thoroughness in work product
- Excellent written, oral communication, proofreading, and interpersonal skills
- Skilled in the use of modern office equipment and computer software programs
- Demonstrated ability to handle work efficiently and confidentially
- Ability to be productive in a fast-paced environment and to work under pressure
- Ability to meet deadlines and work efficiently with accuracy
- Temperament conducive to collaborative teamwork and work with employees at all levels
- Proficiency with Microsoft Office suite
- Valid Maine drivers license and a vehicle to use for Firm-related activities.
- Ability to follow instructions and to ask questions when instructions are unclear

Eaton Peabody offers a highly competitive pay and benefits package to all full-time employees.

Please submit résumé and professional references in confidence to:

Eaton Peabody, Human Resources
PO Box 1210, Bangor, Maine 04402-1210
or email to
jbennett@eatonpeabody.com

No phone calls or walk-ins please
Equal Opportunity Employer