



Receptionist – Topsham, ME

Crooker Construction is looking for a detailed orientated, organized, and friendly candidate to join Team Crooker as the Receptionist in our office. As the receptionist, the selected candidate will primarily be responsible for answering and transferring phone calls using the multi-line phone system, greeting people as they enter the office, and helping to maintain cleanliness of common areas in the office. Other duties include general administrative tasks such as sorting the mail, ordering office supplies, scanning files etc.

Depending on the selected candidate, the role may also include assisting the finance and accounting group with data entry.

This position is full time, year-round.

Qualifications and Requirements:

- Working knowledge of Microsoft Office
- Strong organization and communication skills
- Able to work independently
- Must be dependable
- Previous construction office experience is preferred

Benefits:

Working with a great team!

Medical and dental insurance on day one, paid time off, paid vacation, paid holidays, company paid life and disability insurance, 401k with company match and profit sharing, and more.

To apply:

Online - www.crooker.com/current-opportunities to apply or download a copy of our application

In person - 103 Lewiston Road in Topsham, Maine

Email - completed applications should be emailed to jobs@crooker.com