



## Join Our Team at ESM Consulting Engineers!

### RECEPTIONIST - PART TIME

\$23 - \$26 per hour DOE

For over 40 years, ESM Consulting Engineers has been a trailblazer in civil engineering, surveying, and planning across the Pacific Northwest. Our legacy includes designing and permitting innovative master-planned communities, residential subdivisions, and exciting commercial projects. We're proud to be the trusted consulting partner for many of the region's top builders, developers, and contractors.

ESM Consulting Engineers is on the lookout for a dependable, professional and friendly part-time receptionist to join our team and work out of our office conveniently located near transit in Federal Way.

#### Why You'll Love Working with Us:

- **Welcoming Work Environment:** Experience a professional yet relaxed office atmosphere. Our friendly, drama-free team values respect and collaboration. You'll be joining a team that fosters camaraderie and mutual support.
- **Stable Role:** You'll play a vital role in our team and can make meaningful contributions to our daily operations.
- **Consistent Schedule:** Enjoy a consistent and predictable work schedule that allows for a clear separation between your professional and personal commitments. We emphasize a manageable workload, ensuring you can dedicate time to your outside interests and responsibilities without the pressure of overtime.
- **Comprehensive Benefits:** Alongside a competitive wage, we provide a robust benefits package.

#### About the Role:

The receptionist will be responsible for the front desk telephone and will provide general administrative support and assistance to aid in the smooth operation of the office. This position is based in our Federal Way office, with hours from 12:00 PM to 5:00 PM, Monday through Friday.



**Key Responsibilities:**

- Answer multi-line phone, greet clients and visitors.
- Provide meeting organization and setup.
- Provide general administrative support, including a wide variety of business correspondence (letters, proposals, etc.), file, copy and/or scan documents, open and distribute mail and incoming faxes.
- Ensure reception and common areas are clean and organized.
- Assist with ordering office supplies.
- Other duties as assigned.

**What We're Looking For:**

- One plus years of related experience and/or training.
- Intermediate level proficiency in MS Office and Adobe Acrobat or BlueBeam.
- Ability to maintain confidentiality for sensitive materials and information.
- Strong proofreading and organizational skills.
- Punctual and reliable.
- Positive, can-do attitude with team spirit.

**Ready to Join Us?**

If you are enthusiastic about the opportunity to work with a friendly and supportive team, we'd love to hear from you! Send your resume to [careers@esmcivil.com](mailto:careers@esmcivil.com)

We look forward to hearing from you!