



Come work with the company voted one  
of Maine's Best Places to Work seven times!

### **Receptionist-Mail Processor**

#### **Presque Isle, Maine**

Join a team that is committed to ensuring that our employees feel empowered, valued, and have opportunities for career growth and advancement. A positive work environment, competitive salaries, and an attractive benefits package explain why so many qualified professionals choose MMG Insurance.

#### **Responsibilities:**

- Receives and directs visitors to their destinations.
- Operates a telephone console to receive and route incoming calls.
- Performs multi-step processes related to mail processing.
- Sorts, scans and distributes daily incoming mail.

#### **Here's some of what you will need to have in order to be successful:**

- Associate's degree, or related experience and/or training
- Speaks clearly and persuasively in positive or negative situations
- Exceptional listening skills
- Ability to write clearly and informatively
- Must possess good typing and keyboarding skills, word processing speed and accuracy
- Demonstrates the ability to be a good team member

#### **Benefits offered by MMG:**

Our employees are the heart of our business – that's why we offer a competitive total rewards package that includes options and choices to fit your needs such as medical, dental, life insurance, employee profit-sharing, disability income protection, 401k plan, paid time off, and education financial assistance.

#### **About MMG:**

Established in 1897, MMG has a rich history of providing peace of mind to our customers. We are headquartered in Presque Isle, Maine with operations in Maine, Vermont, New Hampshire, Pennsylvania and Virginia. A firm commitment to our employees and community along with outstanding customer service is our hallmark.

Please mail cover letter and current resume to:  
HUMAN RESOURCES, ATTN: Recruiting, MMG Insurance Company  
POB 729, Presque Isle, Maine 04769

Or email to [human.resources@mmgins.com](mailto:human.resources@mmgins.com)

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