



Man-Tra-Con Corporation is working with a local employer to fill the following position:

Job Title: Office Manager (DK-013020-01)

Location: Du Quoin, Illinois

Salary: TBD

Job Description

Employer in Du Quoin is seeking candidates for an Office Manager position to assist the clients at the counter and make appointments. Ideal candidates should be friendly and able to multi-task responsibilities under pressure as tax season can be overwhelming at times. Responsibilities include oversight of the daily operations of the office as well as preparing the month-end client billing, processing tax returns, preparing sales tax returns and payroll returns. This position is full time working Monday through Friday, from 8:00 a.m. to 5:00 p.m.

Salary will be based on experience in similar Administrative/Office Management role and proficiency in accounting software. This position includes retirement, health insurance, plus vacation, sick leave, and holiday pay.

Requirements

High School Diploma or GED is required. Candidate must possess proficiency in Word and Excel, excellent written and communication skills, ability to work in fast-paced, deadline-oriented environment, comfortable multi-tasking responsibilities, and possesses a professional attitude and friendly demeanor.

How to Apply

This employment opportunity is available at no cost to you! To apply for this position, please speak to a Man-Tra-Con Career Specialist by attending one of our informational sessions, held every day at 9:00 a.m. (Monday through Friday) at the American Job Center SI, 3000 West De Young St., Suite 800-B, Marion, Illinois, 62959.

**Man-Tra-Con Corporation is a partner of the American Job/
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