



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

Job Title: MLS Database Coordinator (DK-040819-02)

Location: Marion, Illinois

Salary: \$13.00 per hour

Job Description

Employer in Marion is seeking candidates for a MLS Database Coordinator position to manage MLS database listing inventory by performing data entry, proofing for errors and contacting realtors via phone or email to obtain needed information. Candidate will also be expected to:

- Report any MLS data problems.
- Provide administrative support and assist agents, board members or other staff as needed.
- Quickly learn industry specific real estate related software, new electronic systems and assist with training of other staff on computer systems as needed.

This position is full-time, working 40 hours per week from 8:30 a.m. to 5:00 p.m. Benefits include 10 paid holidays and paid vacation after 1 year.

Requirements

Two years of college or relevant training/experience is required. Candidate should also possess the following:

- Professional appearance and behavior
- Ability to type approximately 50 wpm
- Customer service experience
- Microsoft Office, database and contact management software experience.

How to Apply

This employment opportunity is available at no cost to you! To apply, please submit a cover letter and resume (if you have one) to jobs@mantracon.org. Include "MLS Database Coordinator (DK-040819-02)" in the subject line.

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