



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

Job Title: Production Assistant (TS-1014020-01)

Location: Carbondale, Illinois

Salary: \$12.00 per hour minimum with no experience, or \$18.00 to \$20.00 per hour with experience and insurance license.

Job Description

Employer in Carbondale is seeking candidates for a full-time Production Assistant position to work at an insurance office. Work hours are 9:00 a.m. to 4:30 p.m., working Monday through Friday. (Work hours are very flexible with remote hours also available). Duties include:

- Learning to make quotes
- Answering customer questions
- Taking payments
- Completing policy paperwork with clients

Requirements

Insurance knowledge is preferred but not required.

How to Apply

This employment opportunity is available at no cost to you! To apply for this position, send a resume and cover letter to: TenaStuder@mantracon.org

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