



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

Job Title: Receptionist (TS-101420-01)

Location: Herrin, Illinois

Salary: \$10.00 to \$12.00 per hour, D.O.E.

Job Description

Employer in Herrin is seeking candidates for a full-time Receptionist position, working in a medical office. Employer is seeking someone who is outgoing and friendly, as they will be interacting with patients. Work schedule is Monday through Thursday, 8:00 a.m. to 5:00 p.m., and Friday from 8:00 a.m. to 12:00 noon. Receptionist will also be required to work at their Harrisburg office for one day per week. Duties include:

- Scheduling patients in the computer system
- Filing and scanning
- Taking “co-pay” transactions
- Greeting patients as they come in
- Answering phone and directing phone calls

Requirements

High School Diploma or GED is required. Candidate must have excellent phone skills and prior office experience.

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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