



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

Job Title: Secretary/Bookkeeper (TS-101520-01)

Location: Marion, Illinois

Salary: TBD, commensurate with experience

Job Description

Employer in Marion is seeking candidates for a Secretary/Bookkeeper position, to work in a local attorney's office. Duties include:

- Answering phone calls
- Filing
- Working with Microsoft Office software
- Managing bookkeeping for 3 local fast food restaurants

Requirements

Knowledge of Quickbooks software is a plus, 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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