



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

Job Title: Data Entry (TS-021621-01)

Location: Carterville, Illinois

Salary: \$11.00+ per hour, D.O.E.

Job Description

Realtor in Carterville is seeking candidates for a Data Entry position. This position is part-time with potential to become full-time and grow within the company. Work hours are 10:00 a.m. to 3:00 p.m., 2-3 days per week. Job duties include:

- Data entry into the MLS System
- Answering Phones, taking messages
- Clerical work

Requirements

Candidates must have:

- a working knowledge of computers and email
- the ability to work independently and be dependable

How to Apply

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

**Man-Tra-Con Corporation is a member of the American Job Center network,
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