



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

**Job Title:** Secretary (TS-090921-01)

**Location:** Mt. Vernon, Illinois

**Salary:** TBD, depending on experience

**Job Description**

Employer in Mt. Vernon is seeking candidates for a Secretary position. Quickbooks experience is preferred. This position is full-time, working from 8:00 a.m. to 5:00 p.m., Monday through Friday. Job duties include weighing trucks, which consists of keeping data, Union paperwork, Quickbooks, and other duties as assigned.

**Requirements**

Applicants must be able to pass a background check, and possibly a drug screen test.

**How to Apply**

This employment opportunity is available at no cost to you! To apply, please send an email (with resume if you have one) to [TenaStuder@mantracon.org](mailto:TenaStuder@mantracon.org)

**Man-Tra-Con Corporation is a proud member of the American Job Center,  
and an Illinois workNet Center partner.**

*Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. © Copyright 2021 Man-Tra-Con Corporation.*