



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

**Job Title:** In-House Sales/Customer Service (TS-010522-01)

**Location:** Mt. Vernon, Illinois

**Salary:** \$16.00+ to start, depending on experience

**Job Description**

Wholesale business in Mt. Vernon is looking to hire immediately for a full-time, In-House Sales/Customer Service position. Candidate must be good at multitasking, be organized, efficient, have good phone etiquette, plus be dependable and reliable. The ideal candidate should also be proficient in data entry.

Work hours are 9:00 a.m. to 5:00 p.m., Monday through Friday, with occasional Saturdays. Benefits include health insurance and paid holidays. Candidate will experience a pleasant and comfortable office/work environment. NO TRAVEL is required.

**Requirements**

High School Diploma or GED is required. Candidate must live within a 30-mile radius of Mt. Vernon. Candidate must also pass background and personal reference checks.

**How to Apply**

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

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