



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

Job Title: Office Positions (EP-041322-01)

Location: Herrin, Illinois

Salary: TBD, depending on position and experience

Job Description

Natural Enrichment Industries (NEI) is seeking candidates for Office positions. Positions classified as Office will generally be those not directly involved in safety & sanitation, production or laboratory functions. Office Classification job titles may include Office Manager, Sales, IT, Business Director, Administrative Assistant, Manager or other. Essential function, roles and responsibilities, education or skills may vary per position.

Job Summary:

NEI employs a reliable and well-organized Office staff to manage day-to-day activities, support processes and facilitate running the business. A positive attitude, desire to work as efficiently as possible, attention to detail and excellent stakeholder-facing communication skills required. The work is fast-paced, demands quick thinking, solid decision making and changes rapidly. Office staff members can operate effectively with little or no supervision, function well as part of a team and multi task without being overwhelmed. Continuous training and development are integral to this role as are flexibility and availability for overtime if needed.

Roles and Responsibilities:

- Responds to communication from internal and external stakeholders by phone, on-line or in person as needed
- Produces meaningful and timely reports and communications using appropriate methods, materials and media
- Designs and/or maintains data management, filing and storage systems
- Schedules and/or attends meetings as required
- Maintains appropriate level of materials required to perform tasks assigned
- Interacts with coworkers in a productive matter to achieve company outcomes
- Follows established office protocol, follows instruction, engages in continuous improvement activities and analytical thinking
- Assists in maintaining cleanliness and usability of personal and public office spaces
- Position report to management as assigned
- Actively follows requisite safety and sanitation policies and procedures
- Other duties as assigned

Qualifications and Skills:

- 2+ years in an office setting
- HSE minimum required. Associate or applicable certification/degree per position
- Customer Service thinking and experience
- Familiarity with office machines, electronic and mobile technology
- Strong Interpersonal communication skills

About NEI

Natural Enrichment Industries is an SQF certified, rapidly growing manufacturer of Tricalcium Phosphate, dedicated to the best customer service, and great quality. Our Mission is to lead in manufacturing quality and responsibly sourced products to meet our client's needs safely within a culture of entrepreneurship and innovation.

How to Apply

This employment opportunity is available at no cost to you! To apply for this position, please send your resume to: lucyd@neitcp.com

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