



Man-Tra-Con Corporation is seeking candidates to fill the following position:

**Job Title:** Secretary (TS-042821-01)

**Location:** Johnston City, Illinois

**Salary:** \$12.00 to \$14.00 per hour, depending on experience

**Job Description**

Employer in Johnston City is seeking candidates for a Secretary position. This position is full-time, working 40 hours per week, Monday through Friday. Candidate must be able to:

- Take instructions well
- Work well on a computer (knowledge of Quickbooks Pro is a plus)
- Have good phone etiquette
- Multi-task
- Handle invoicing

**How to Apply**

This employment opportunity is available at no cost to you! To apply, send your resume to [EmilyPerks@mantracon.org](mailto:EmilyPerks@mantracon.org)

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