



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

Job Titles: Account Manager/Assistant & Receptionist Positions (TS-021522-01)

Location: Marion, Illinois

Salary:

- Account Manager/Assistant —\$15.00 per hour to start
- Receptionist — \$14.00 per hour

Job Description

An insurance company in Marion is seeking candidates for (2) Account Manager/Assistant positions and (1) receptionist position to help with basic clerical duties, electronic filing, attaching emails, etc. Opportunity for advancement is available. Employer would like to hire immediately and is willing to train.

Work schedule is Monday through Friday, 8:00 a.m. to 5:00 p.m., with two 15-minute breaks and one hour for lunch. Benefits include health insurance (employer pays 50%), 401K, and paid leave time. No dental or vision insurance is available, but employer offers an FSA account which may be used for dental, medical, childcare, etc.

Requirements

High school diploma or GED equivalent is required.

How to Apply

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

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