



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

**Job Title:** Membership Coordinator (EP-053122-01)

**Location:** Marion, Illinois

**Salary:** \$16.00 per hour, to start

### **Job Description**

Employer in Marion is seeking candidates for a Membership Coordinator position. This a full-time position, working 8:30 a.m. to 5:00 p.m., Monday through Friday. Other benefits will become available after the trial period.

### **Requirements**

Candidate must possess excellent customer service skills, have a background in all Microsoft Office programs, and be able to manage database programs. Two years of office experience is preferred, but not mandatory.

### **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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