



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

**Job Title:** Administrative Assistant (WEP) (EP-070522-01)

**Location:** Marion, Illinois

**Salary:** \$15.00 per hour

### **Job Description**

Employer in Marion is seeking candidates for an Administrative Assistant position. Ideal candidate must have general project management skills; plus, a desire to work as part of a team, to make a difference, and work remotely. Candidate must be available to work 20 to 24 hours per week, Monday through Friday, with occasional Saturdays for special events.

### **Position Requirements**

Candidate must be able to:

- Answer and return phone calls
- Answer and respond to emails
- Be self-motivated and goal oriented
- Use Microsoft Office and Excel
- Use video conferencing platforms
- Work with basic/intermediate media platforms, such as Facebook, Instagram, TikTok, and LinkedIn
- Type 60 wpm

### **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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