



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

Job Title: Office Assistant/Warehouse Clerk (DK-071819-01)

Location: Herrin, Illinois

Salary: \$10.00 to \$12.00 per hour

Job Description

Employer in Herrin is seeking candidates for a full-time Office Assistant/Warehouse Clerk position. Candidate will answer phones, rent storage units, submit invoices, collect payments, and other general office work. This is a full-time position, working Monday through Sunday from 8:00 a.m. to 5:00 p.m.

Requirements

High School Diploma/GED is required.

How to Apply

This employment opportunity is available at no cost to you! Please drop off your resume at King's Food Service, 101 Chittyville Rd, Herrin, Illinois, or send your resume to Vickie King via email at vickieking1@gmail.com.

**Man-Tra-Con Corporation is a partner of the American Job/
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