



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

**Job Title:** Office Support/Sales Assistant (DK-071819-02)

**Location:** Herrin, Illinois

**Salary:** \$11.00 to \$12.00 per hour

### **Job Description**

Employer in Herrin is seeking candidates for a part-time Office Support/Sales Assistant position. Candidate will provide office support in the form of answering phones, data entry, filing, etc. Candidate must have a professional demeanor as the ideal candidate will eventually be trained on sales and will assist with marketing of the business. The ideal candidate will be able to promote the business through Facebook networking. This is a part-time position with potential to become full-time. Candidate will work approximately 30 hours per week, with potential for more. Business is open Monday through Saturday, 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 send your resume to Amy Novoa via email at [amy.groundfxflooring@gmail.com](mailto:amy.groundfxflooring@gmail.com)

**Man-Tra-Con Corporation is a partner of the American Job/  
One-Stop Business & Employment Center, an Illinois workNet Center.**

*Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. © Copyright 2006-Present Man-Tra-Con Corporation.*