



Job Title: Resource Room Assistant (WEP) (EP-092823-01)

Location: Marion, Illinois

Salary: \$15.00 per hour

Job Description

Man-Tra-Con Corporation is seeking candidates to fill a Resource Room Assistant position working at the American Job Center in Marion. Candidate will report to and assist the One-Stop Navigator in the Resource Room. This is a Work Experience Program (WEP) position. Candidate will work full-time, Monday through Friday, from 8:30 a.m to 4:30 p.m., for a period of 6 months. Job duties include, but are not limited to:

- Greeting customers and assisting with customer intake
- Answering and forwarding phone calls
- Entering visitor information into the daily log
- Entering customer data into IWDS via computer
- Assisting customers with computer usage, job search, and resume preparation
- Providing AJC Partner information as needed
- Monitoring Resource Room activity
- Other duties as assigned

Requirements

Candidate must be able to:

- Answer and forward phone calls
- Use a computer to enter customer information
- Have good communication and customer service skills
- Be comfortable working with the general public

How to Apply

This employment opportunity is available at no cost to you! To apply, please complete and submit our Preliminary Interest Form at this link: <https://mantracon.org/man-tra-con-preliminary-interest-form/>

**Man-Tra-Con Corporation is a member of the American Job Center network,
and an Illinois workNet Center partner.**

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