



Job Title: Resource Room Assistant (WEP) (EP-101024-01)

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 3 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

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.**

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. © Copyright 2024 Man-Tra-Con Corporation.