



Man-Tra-Con Corporation is seeking candidates to fill the following position:

**Job Title:** Follow-Up Specialist (SR-020525-01)

**Location:** Marion, Illinois

**Salary:** \$17.50 per hour

### **Job Description**

Man-Tra-Con Corporation is seeking candidates for a Follow-Up Specialist position to support WIOA programs through customer service, data entry, and clerical tasks. This role requires strong attention to detail and accuracy in maintaining records, excellent phone skills, and the tenacity to follow up consistently with program participants. The Follow-Up Specialist will work in an office environment, with occasional travel within our 5-county local workforce area (Franklin, Jackson, Jefferson, Perry, and Williamson counties). No benefits are available for this position.

**Work Schedule:** This position is part-time, working approximately 25-30 hours per week. Hours may be flexible, working on-site within the normal office hours of 8:30 a.m. to 4:30 p.m., Monday through Friday.

### **Key Responsibilities**

The Follow-Up Specialist is expected to:

- Maintain contact with customers for follow-up services.
- Perform accurate data entry and case note documentation.
- Assist with program tracking and reporting using state workforce systems.
- Ensure compliance with confidentiality policies.

### **Requirements**

Candidates must possess the following:

- Associate's degree or relevant work experience.
- Strong attention to detail and data entry skills.
- Proficiency in Microsoft Office and online databases.
- Excellent communication and organizational abilities.

### **How to Apply**

To apply for this position, please submit a resume via Indeed at this link:

<https://www.indeed.com/job/follow-specialist-58a6f0552db042f2>

**DEADLINE TO APPLY: Friday, February 28, 2025, or until position is filled**

**Man-Tra-Con Corporation is a member of the American Job Center network,  
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