



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

Job Title: Office Assistant (EP-010825-01)

Location: Mt. Vernon, Illinois

Salary: \$15.00 per hour

Job Description:

Man-Tra-Con Corporation is seeking candidates to fill an Office Assistant position working at the Jefferson County Development Corporation. The candidate will report to the Executive Director. This is a Work Experience Program (WEP) position. The candidate will work full-time, Monday through Friday, from 8:30 a.m. to 4:30 p.m., for a period of three (3) months. Job duties include, but are not limited to:

- Enter characteristics of real estate properties into a database
- Organizing hard-copy files
- Prepare documents for board meetings
- Attend Board meetings and scribe minutes
- Make appointments for Business Retention calls
- Other duties as assigned

Requirements

Candidate must be able to:

- Use a computer for data entry and research
- Have good communication skills written and verbal
- Be comfortable working with public and private individuals

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 proud 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 2025 Man-Tra-Con Corporation.