



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

Job Title: Office Support Specialist (TK-020626-01)

Location: Carbondale, Illinois

Salary: \$16.90 per hour

Job Description

Man-Tra-Con is seeking a dedicated and detail-oriented Office Support Specialist to provide excellent customer service and administrative support. This role involves welcoming customers, managing registrations, and assisting with general office tasks, ensuring all paperwork is accurately handled and filed. The ideal candidate will have strong customer service skills, attention to detail, and the ability to work in a fast-paced environment.

Key Responsibilities:

- Greet and assist visitors and customers in a friendly and professional manner.
- Register customers and ensure all necessary information is accurately recorded.
- Manage incoming calls, emails, and inquiries, directing them to the appropriate department or personnel.
- Handle and organize paperwork, including filing, data entry, and document preparation.
- Maintain a clean and organized reception area.
- Assist with general administrative duties as needed (e.g., scheduling appointments, ordering office supplies).
- Provide basic customer support and resolve minor issues or concerns.
- Ensure all relevant customer information is up to date and confidential.

Skills & Qualifications:

- Basic customer service experience.
- Strong attention to detail and organizational skills.
- Previous office or reception experience is a plus, but not required.

Additional Information:

- Salary: \$16.90 per hour
- Training in Marion; job location in Carbondale.
- Schedule: 8:30-4:30, Monday-Friday, possibly an evening event.
- Benefits are available.

How To Apply:

To apply for this position, please submit a resume and cover letter to: TheresaSmith@mantracon.org

DEADLINE TO APPLY: Friday, February 20, 2026, or until position is filled.

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