



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

**Job Title:** Administrative Assistant (EP-021826-01)

**Location:** Mt. Vernon, Illinois

**Salary:** \$15.00 per hour

Jefferson County Economic Development Corporation in Mt. Vernon is seeking candidates for an Administrative Assistant position. Work hours are 8:30 a.m. to 4:30 p.m. Benefits include employee health insurance (100% paid by employer), and 3% match into an IRA.

**Administrative Support Duties**

- Provide general office support to staff and management
- Respond to emails, and greet visitors professionally
- Schedule appointments and maintain calendars
- Assist with filing and document organization
- Prepare basic reports, spreadsheets, and presentations
- Coordinate events
- Support meeting coordination and take meeting notes
- Perform other clerical duties as assigned

**Key Skills for Entry-Level Candidates**

- Strong written and verbal communication
- Basic knowledge of social media platforms
- Organizational and time management skills
- Attention to detail
- Proficiency in Microsoft Office
- Ability to multitask and work in a team environment

**HOW TO APPLY**

Interested candidates may email a resume and cover letter to Executive Director Tony Iriti at: [tonyiriti@jeffcodev.org](mailto:tonyiriti@jeffcodev.org)

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