



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

**Job Title:** Human Resources & Office Coordinator (TK-042726-01)

**Location:** Marion, Illinois

**Salary:** \$40,000 to \$43,000 per year, depending upon experience

Man-Tra-Con Corporation is seeking a Human Resources & Office Coordinator to support day-to-day HR functions, administrative operations, and internal processes.

### **Job Summary**

The Human Resources & Office Coordinator supports day-to-day HR functions, administrative operations, and internal processes at Man-Tra-Con Corporation. This position works closely with leadership and staff across programs and requires the ability to prioritize, handle confidential information, and keep operations moving efficiently.

### **Why Work at Man-Tra-Con?**

Man-Tra-Con has been rooted in southern Illinois for decades, doing work that matters, like helping people find jobs, build skills, and improve their lives. When you join our team, you become part of that mission. Every person who walks through our door is someone's neighbor, and the work we do together has a direct impact on families and communities across the region.

We also understand that work is just one part of life. This is a full-time position working 35 hours per week, Monday through Friday from 8:30 a.m. to 4:30 p.m., with a one-hour lunch. Our benefits package includes:

- 15 paid holidays annually (based on employment status and start date)
- Paid leave accrued at two days per month, plus an additional day per year of service
- Blue Cross Blue Shield health insurance eligibility after 30 days (employee contributes to premium)
- Dental and vision insurance available
- Employer-paid long-term disability and \$50,000 life insurance after 30 days
- Retirement contribution of 7% of earnings by the corporation after 6 months (with a 3-year vesting schedule)
- Optional employee 401(k) participation after 6 months
- Paid bereavement leave

### **Key Responsibilities**

#### **Human Resources Support**

- Coordinate new hire onboarding, including paperwork, onboarding processes, and system setup

- Process employee changes and maintain accurate and compliant personnel records
- Maintain employee files, including performance improvement plans (PIPs), skills matrix, and skills gap tracking
- Assist with recruitment activities, including posting positions and collecting resumes
- Support unemployment insurance claims and related documentation
- Assist with 401(k) coordination and employee communication
- Maintain and update the HR Policy Handbook

### **Benefits & Insurance Administration**

- Coordinate insurance processes, including quotes, enrollments, changes, and communication with providers
- Review and verify insurance invoices and submit for payment
- Assist in maintaining organizational insurance records and compliance

### **Payroll & Leave Tracking Support**

- Collect, organize, and track employee leave requests
- Maintain leave tracking spreadsheets and ensure updates are completed prior to payroll deadlines

### **Program & Training Support**

- Assist with training schedules and coordination
- Process On-the-Job Training (OJT) reimbursement documentation

### **Procurement & Financial Coordination**

- Follow and support organizational procurement procedures, including purchasing, tracking, and documentation
- Order, receive, and stock office supplies; submit invoices for payment
- Coordinate with fiscal staff to ensure proper processing of invoices and payments

### **Administrative & Office Operations**

- Manage postage meter (usage tracking, deposits, and payment requests)
- Maintain copier usage records and coordinate with vendors
- Troubleshoot minor office equipment issues and coordinate service as needed
- Book travel arrangements for staff
- Support general office operations to ensure efficiency across locations

### **Qualifications**

- Associate's degree or equivalent experience in Human Resources, Business Administration, or related field
- Strong organizational and time management skills
- High attention to detail and accuracy
- Ability to handle confidential information with discretion

- Proficiency in Microsoft Office (especially Excel)
- Strong communication and follow-up skills
- aPHR (Associate Professional in Human Resources) certification through the HR Certification Institute required, or willingness to obtain within 6–12 months

### **Preferred Qualifications**

- SHRM-CP or SHRM-SCP certification through the Society for Human Resource Management
- Experience in human resources or office administration
- Familiarity with benefits administration, payroll support, and compliance processes
- Experience working in a nonprofit or workforce development environment

### **Work Environment**

- Fast-paced office environment with frequent visitor interaction
- Occasional support for evening or weekend program events
- Commitment to creating an inclusive and welcoming environment
- Opportunity to contribute to meaningful workforce development initiatives in southern Illinois

### **How To Apply**

To apply for this position, please submit a resume and cover letter with “HR & Office Coordinator” in the subject line to: **[TheresaSmith@mantracon.org](mailto:TheresaSmith@mantracon.org)**

**DEADLINE TO APPLY: Friday, May 15, 2026, or until position is filled.**

**Man-Tra-Con Corporation is a member of the American Job Center network,  
and an Illinois workNet Center partner.**

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