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TRUCKING ASSOCIATION ADMINISTRATIVE ASSOCIATE

The Trucking Association Administrative Associate is responsible for a wide range of support activities, working with the Office Coordinator and the Association's License & Title Service.

Past experience with a trucking operation (either with a trucking company or the trucking division of another company) is helpful. We seek someone who is familiar with truck licensing and title procedures and working with the Illinois Secretary of State, USDOT and other trucking regulatory agencies. This is a detail-oriented position where accuracy is of the utmost importance. The position also requires a basic knowledge of accounts receivable processing, data entry and basic accounting principles.

Qualified candidate will have a minimum of 5 years direct experience in a similar position. Candidate will be bonded and able to pass a background check.

This is a very active, high-paced business atmosphere that will require accuracy, diplomacy and financial competence to succeed. In return, we offer a generous salary with full benefits, including paid health/dental/life insurance, paid vacation and holidays and employee profit-sharing.

For consideration, mail your resume to 2727 N Dirksen Parkway, Springfield, IL 62702, or email to info@midwesttruckers.com.

Mid-West Truckers Association, Inc./Midwest Service Corporation does not discriminate in employment on the basis of race, color, religion, national origin, political affiliation, sexual orientation, marital status, disability, age, parental status, military service, or any other non-merit factor.