



851 Old Alice Rd,  
Brownsville, TX 78520  
(956) 546-3141

5636 Southmost Rd Ste D,  
Brownsville, TX 78520  
(956) 621-3480

601 East Harrison Ave ,  
Harlingen, TX 78550  
(956) 423-9266

If interested in any of the positions listed below, please contact your nearest Workforce Center and consult with an Employment Service Counselor for additional information on how to apply.



<u>Job Posting Number</u>	<u>City</u>	<u>Position</u>	<u>Hourly/Salary</u>	<u>Experience/Education</u>	<u>Job Description</u>
<a href="#"><u>5380500</u></a>	Brownsville	<a href="#"><u>CUSTOMER SERVICE / SALES</u></a>	Pay will be discussed at time of interview.	1 Year Experience / No Education Requirement	Greet customers. Assist customers with their needs helping to find right sizes & colors of uniforms. Organize & stock merchandise on the floor. Keep all areas clean & organized. Answer phones & assist customers with placing orders.
<a href="#"><u>8690425</u></a>	Brownsville	<a href="#"><u>WAITSTAFF &amp; CASHIER</u></a>	Pay will be discussed at time of interview.	1 Year Experience / No Education Requirement	Waitstaff - Take orders, serve food & beverages. Ensure customers are enjoying meals & take action to correct problems. Resolve complaints & ensure satisfaction. Cashiers - Receive payment by cash, check, credit cards, or automatic debits. Issue receipts, refunds, credits, or change due to customers. Count money to ensure that amounts are correct & that there is adequate change.
<a href="#"><u>8690427</u></a>	Brownsville	<a href="#"><u>BAKER</u></a>	Pay will be discussed at time of interview.	3 Years Experience / No Education Requirement	Responsible to prepare & make baked goods, such as cookies, brownies, muffins, breads, tortillas & cakes. Craft recipes & create baked goods. Will measure & mix raw ingredients, bake & decorate items, & ensure that goods adhere to quality and food safety standards.
<a href="#"><u>3078844</u></a>	Brownsville	<a href="#"><u>FRONT DESK CLERK</u></a>	Between \$7.75 / HR and \$8.50 / HR	6 Months Experience / High School Diploma / GED	Duties include customer service, answer phones, Computer knowledge. Will assist customers with reservations and other customer needs.
<a href="#"><u>7349874</u></a>	Brownsville	<a href="#"><u>GENERAL REPAIR</u></a>	Pay will be discussed at time of interview.	0 Years Experience / No Education Requirement	Duties: Drive shuttle picking up & dropping off guests. Some cleaning duties. Some general repairs. Change out light bulbs, etc.,. Must have a Valid Drivers License.



851 Old Alice Rd,  
Brownsville, TX 78520  
(956) 546-3141

5636 Southmost Rd Ste D,  
Brownsville, TX 78520  
(956) 621-3480

601 East Harrison Ave ,  
Harlingen, TX 78550  
(956) 423-9266

If interested in any of the positions listed below, please contact your nearest Workforce Center and consult with an Employment Service Counselor for additional information on how to apply.



<u>Job Posting Number</u>	<u>City</u>	<u>Position</u>	<u>Hourly/Salary</u>	<u>Experience/Education</u>	<u>Job Description</u>
<a href="#"><u>8698384</u></a>	Brownsville	<a href="#"><u>Data Entry Clerk</u></a>	Starts at \$9.00 / HR	1 year of experience and a High School Diploma/GED required	Establishes entry priorities. Processes customer & account source documents by reviewing data for deficiencies; resolving discrepancies or returning incomplete documents for resolution.
<a href="#"><u>8698433</u></a>	Brownsville	<a href="#"><u>Quality Control Engineer</u></a>	Discussed upon interview	2 years of experience and a High School Diploma/GED required	Works with quality assurance analyzing manufacturing processes to improve methods of testing & inspection. Develop, apply & maintain requirements & standards for development & manufacturing. Processes & manufacturing materials to make sure they reach quality.
<a href="#"><u>6689403</u></a>	Brownsville	<a href="#"><u>Forklift Operator</u></a>	Starts at \$8.00 / HR	3 years of experience and a High School Diploma/GED required	Transports materials & loads/unloads goods. Moves goods packed on pallets or crates. Stacks goods in storage locations. Checks loads are secure & properly distributed. Stacks empty pallets. Performs equipment checks. Verify quantities & materials.
<a href="#"><u>8697291</u></a>	Brownsville	<a href="#"><u>Detail Cleaning Workers</u></a>	Discussed upon interview	No experience or education requirement	Cleans assigned areas during shift. Assignments may be indoors or outdoors. May sweep & mop floors, clean restrooms, dust, vacuum & trash removal. Must be able to lift up to 30 lbs. Must be willing to submit to a criminal background check.
<a href="#"><u>7354672</u></a>	Brownsville	<a href="#"><u>Insurance Clerk</u></a>	Discussed upon interview	1 year of experience and a High School Diploma/GED required	Review insurance applications to ensure that all questions have been answered & compile data on insurance policies. Must have excellent customer service & communication skills, be fluent with Microsoft Office applications, & be bilingual Eng / Span. Required to transcribe spoken or written information, type letters or correspondence, & use computers to enter, access or retrieve data.



851 Old Alice Rd,  
Brownsville, TX 78520  
(956) 546-3141

5636 Southmost Rd Ste D,  
Brownsville, TX 78520  
(956) 621-3480

601 East Harrison Ave ,  
Harlingen, TX 78550  
(956) 423-9266

If interested in any of the positions listed below, please contact your nearest Workforce Center and consult with an Employment Service Counselor for additional information on how to apply.



<u>Job Posting Number</u>	<u>City</u>	<u>Position</u>	<u>Hourly/Salary</u>	<u>Experience/Education</u>	<u>Job Description</u>
<a href="#">8683336</a>	Harlingen	<a href="#">Business Service Consultant</a>	Discussed at time of Interview	3 Yrs Experience High School/GED	Develops business relationships with employers; assisting Workforce Center customers (job seekers & employers) in identifying tools & resources available that match customers employment related needs; engaging employers and creating employment pipelines for job seekers; and, acting as a business service resource by recommending employment strategies that lead to employment opportunities.
<a href="#">3639357</a>	Harlingen	<a href="#">Choices Career Coach</a>	Discussed at time of Interview	3 Yrs Experience 2 Yrs College, Technical	Provides services to Temporary Assistance to Needy Families (TANF) & customers from the Universal Population; including eligibility verification, case mgmt, interviews & assessments, & progress monitoring & tracking. Coordinates supportive services & conducts follow-up to ensure supports are in place, includes conducting home visits. Goal is employment at or above self-sufficiency wage with job retention tracking.
<a href="#">7356279</a>	Harlingen	<a href="#">Client Services Representative</a>	Discussed at time of Interview	2 Yrs Experience High School/GED	Assists childcare providers & individuals seeking or receiving childcare assistance, works federal, state, & local regulations & policies. To evaluate & determine eligibility of clients to receive services under the Child Care Delivery System (CCDS).
<a href="#">8696199</a>	Harlingen	<a href="#">Dishwasher</a>	\$7.25 an hour	0 yrs 0 mos and 9th Grade	Wash dishes, glassware, flatware, pots, or pans, using dishwashers or by hand. Maintain kitchen work areas, equipment, or utensils in clean & orderly condition. Place clean dishes, utensils, or cooking equipment in storage areas. Sort & remove trash. Sweep or scrub floors.



851 Old Alice Rd,  
Brownsville, TX 78520  
(956) 546-3141

5636 Southmost Rd Ste D,  
Brownsville, TX 78520  
(956) 621-3480

601 East Harrison Ave ,  
Harlingen, TX 78550  
(956) 423-9266

If interested in any of the positions listed below, please contact your nearest Workforce Center and consult with an Employment Service Counselor for additional information on how to apply.



<u>Job Posting Number</u>	<u>City</u>	<u>Position</u>	<u>Hourly/Salary</u>	<u>Experience/Education</u>	<u>Job Description</u>
<a href="#">6670043</a>	Harlingen	<a href="#">Medical Assistant</a>	Discussed at time of Interview	1 Yr Experience School/GED High	Must have experience working in a medical office assisting patients. Will use computers and other duties as assigned.
<a href="#">5386115</a>	Harlingen	<a href="#">Provider</a>	Discussed at time of Interview	6 Mths Experience Minimum 9th Grade	Maintain patient records, condition, progress, or problems to report & discuss observations with supervisor or case mgr. Assist patients moving in/out of beds, baths, wheelchairs, or automobiles & with dressing & grooming. Bathe patients. Change bed linens, wash & iron laundry, clean & assist with personal care. Entertain, converse with, or read aloud to patients to keep them mentally healthy and alert.
<a href="#">7354572</a>	Harlingen	<a href="#">Part-Time Manager</a>	\$10.00 an hour	1 yrs 0 mos and High School Diploma/GED	Must be able to operate office machines. Answer telephones, direct calls, & take messages. Answer questions, disseminate or explain information, take orders, & address complaints. Maintain & update filing, inventory, mailing, & database systems. Compile, copy, sort, & file records. Pay bills, handle collections, learn PIN Mgmt & lease contracts. Must be social media proficient. Will advertise specials, & respond to customer feedback on Facebook, Twitter, and Instagram.
<a href="#">3636771</a>	Harlingen	<a href="#">Dietary Aide</a>	Pay will be discussed at the time of interview.	0 yrs 6 mos and High School Diploma/GED	Will provide adequate assistance to cook in preparation of all meal service. Assist Cook & Dietary Mgr in setting up & covering desserts & meals. Pour & cover beverages. Set up trays. Lifts & transfers food & dishes which weigh in excess of 50 pounds. Help serve trays in dining room. Clean tables & trays. Clean-up work areas.



851 Old Alice Rd,  
Brownsville, TX 78520  
(956) 546-3141

5636 Southmost Rd Ste D,  
Brownsville, TX 78520  
(956) 621-3480

601 East Harrison Ave ,  
Harlingen, TX 78550  
(956) 423-9266

If interested in any of the positions listed below, please contact your nearest Workforce Center and consult with an Employment Service Counselor for additional information on how to apply.



<u>Job Posting Number</u>	<u>City</u>	<u>Position</u>	<u>Hourly/Salary</u>	<u>Experience/Education</u>	<u>Job Description</u>
<a href="#">7354977</a>	Harlingen	<a href="#">Office Clerk</a>	Pay will be discussed at time of interview.	1 yrs 0 mos and 1 year college, technical or vocational school	Operates office machines. Answer telephones, direct calls, & take messages. Communicate with customers & employees, to answer questions, disseminate or explain information & address complaints. Maintain & update filing, inventory, mailing, & database systems. Compile, copy, sort, & file records of office activities.
<a href="#">8612246</a>	Harlingen	<a href="#">OTR Drivers</a>	Pay will be per mile discussed with employer at interview.	2 yrs 0 mos and No Education Requirement	Set your own schedule, after 3000 miles on your tractor. Stay out as long as you want based on financial needs. Stay at home as long as you want based on your FAMILY needs. Great average weekly miles: 3000+. Earn up to \$1500 per week. New Model Volvo Model 670's & 760's 2018 thru 2019. Central States Routing: NO EAST COAST OR WEST COAST! Complete Benefits Package: Medical, Dental, & Vision (1st of Month after 60 days), Matching 401K (5% up to 50%).

December 17, 2018

Workforce Solutions Cameron  
Equal Employment Opportunity Employer/Program  
Auxiliary Aids available upon request to individuals with disabilities  
Relay Texas 1-800-735-2989 TDD or 1-800-735-2988 voice

PAGE 5