



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>
<u>6702860</u>	Brownsville	<u>Office/Collections Clerk</u>	Discussed upon interview	2 years of experience and a High School Diploma/GED required	Answers phones, assists customers with payments, & contacts customers on past due accounts & take payments by phone & data enter account information on company system.
<u>5404238</u>	Brownsville	<u>Administrative Assistant</u>	\$12.00 / HR	2 years of experience and an Associates Degree required	Provides administrative-level secretarial & clerical service; performs clerical & administrative support & files & maintains official college records; & communicates new and/or changes in procedures.
<u>3092707</u>	Brownsville	<u>Recruiter</u>	Discussed upon interview	1 year of experience and a High School Diploma/GED required	Recruits candidates for various job positions. Requires daily interaction with clients about their staffing needs. Partners with hiring managers to determine staffing needs. Maintains relationships with both internal & external clients to ensure staffing goals are achieved.
<u>3090719</u>	Brownsville	<u>Tool Room Attendant</u>	Discussed upon interview	2 years of experience and a High School Diploma/GED required	Will receive and issue materials in stockroom. In addition, will be responsible for managing inventory of stockroom.
<u>3656296</u>	Brownsville	<u>Licensed Sales Producer</u>	Base Salary + Commission	High School Diploma/GED required	Performs relationship building. Provides excellent customer service by processing payments & report claims. Conducts needs based on policy reviews & updates policies. Cross-sells existing customers with other products. Prospects & generates new business through leads & referrals. Generates quotes. Conducts policy reviews & updates policies
<u>3092983</u>	Brownsville	<u>SALES CONSULTANT</u>	Pay will be discussed at time of interview	1 yrs 0 mos and No Education Requirement	Greet & assist customers with their furniture needs. Attracts new customers, communicates with prospects on the phone or face-to-face, & advises clients how to match furniture items.



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<u>5401537</u>	Brownsville	<u>Home Meal Deliverer</u>	Pay will be discussed at time of interview	0 Years Experience / High School Diploma / GED	Examines filled trays for completeness & ensures food is delivered. Reports client complaints & abnormal conditions observed at clients' homes. Records & completes reports. Ensures delivery equipment is in good condition. Responsible for sanitation on a daily basis. Ensures prepared meal plate is delivered to homebound elderly in hand and/or face to face.
<u>3651813</u>	Brownsville	<u>DAYCARE TEACHER</u>	Pay will be discussed at time of interview.	0 Years Experience / High School Diploma / GED	Organize & leads activities designed to stimulate developmental growth of children such as arts & crafts, story time & educational games. Supervise children during nap, play & meal times. Speaks to parents about activities & behaviors. Monitors behavior to ensure safety & children are behaving. Teach children basic life skills such as personal hygiene, social skills, good behavior & healthy habits. Change diapers & assist toddlers with potty training. Assist school aged children with homework.
<u>6701370</u>	Brownsville	<u>HOUSEKEEPER</u>	Starts at \$7.25 / HR	0 yrs 0 mos and No Education Requirement	Sweep, scrub, & mop floors. Dust & polish furniture & fittings. Clean metal fixtures & fittings. Empty & clean trash containers. Clean wash basins, mirrors, tubs & showers. Wipe down glass surfaces. Make up beds & change linens. Wash windows. Sort, wash, load/unload laundry & fold clean laundry. Operate mechanized cleaning equipment. Maintain equipment & materials in a safe & sanitary condition. Monitor & report domestic repairs & replacements.



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6703560	Brownsville	DELIVERY DRIVER	Pay will be discussed at time of interview	1 yrs 0 mos and High School Diploma/GED	Safely deliver parts to customers. Pick & stage parts for customer orders. Pick up returns & cores. Drop off weekly / monthly sales flyers. Daily collection of credit accounts. Store Cleanliness includes floors, bathrooms, facing, dusting, parking lot. General stocking includes truck stocking & back stock. Success Factors: Basic driving & navigation ability. Ability to use delivery board system. Friendly communication. Ability to locate & stock parts. Safety knowledge & skills. Operates inventory systems (Back stock) & store equipment.
7339623	Harlingen	Automobile Sales Person	Based on experience	0 yrs 0 mos and High School Diploma/GED	Will sell cars. Must have excellent customer service skills & some knowledge of the car industry. Must have a valid driver's license & clean driving record for insurance purposes. No work experience required.
8687835	Harlingen	Server	Based on experience	0 yrs 0 mos and High School Diploma/GED	Takes food & beverage orders; enters orders quickly & in proper sequence; serves food & beverages for guests, coordinates with kitchen to ensure timely service & quality of food; provides highest quality of service to customers. This is a non-exempt position & typically reports to Store Mgr., Assistant Store Mgr, or General Mgr..
5403854	Harlingen	Delivery Driver	Based on experience	1 yrs 0 mos and High School Diploma/GED	Must be organized. Plan routes. Go when people are likely to be home. Be pleasant & personable with people you meet & who you deliver documents.
7373017	Harlingen	Receptionist	Based on Experience	1 Yr of Experience High School Diploma / GED	Greets customers, answers phones, sets appointments, files, copies documents, faxes and will perform simple arithmetic. Must be familiar with Microsoft Office.



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<u>3094171</u>	Harlingen	<u>General Auto Mechanic</u>	Discussed at Interview	2 Yrs of Experience Minimum 10th Grade Education	Will inspect & test vehicles. Performs preventive maintenance. Will inspect & diagnose vehicle engines including all mechanical & electrical components. Must be able to use a diagnostic scanner & read vehicle computer & electronic systems to repair & maintenance. Must be computer literate.
<u>3093511</u>	Harlingen	<u>Bookkeeper / Tax Preparer</u>	Based on Experience	2 Yrs of Experience High School Diploma / GED	Will maintain payroll information. Will collect, calculate, and enter information to update payroll records. Will enter changes in exemptions, insurance coverage, savings deductions and job titles. Will prepare tax returns for individuals or small businesses. Interview clients to obtain additional information on taxable income and deductible expenses and allowances.
<u>6704695</u>	Harlingen	<u>LVN / PRN</u>	Based on Experience	1 Yr of Experience High School Diploma / GED OR No Experience Required 2 Yrs of College, Technical or Vocational School	Will be in charge of resident care. Assist in plan, develop, organize, implement, evaluate & direct functions of nursing service dept.. Assist in obtaining staffing information. Ensure that rooms are ready for new admissions. Make rounds with physicians. Monitor medication passes & treatment schedules. Reports medication errors. Monitor nursing service personnel. Ensures an adequate supply of personal protective equipment is on hand.
<u>3092699</u>	Harlingen	<u>Receptionist</u>	\$8/Hr	No Experience Required Minimum 10th Grade Education	Will answer phone, file, type, & other duties as assigned. Must be bilingual (Eng/Span) & have good communication skills, fluent in Eng & Span. Must be computer literate, a self-starter, able to multi-task & available for flexible work schedule.