



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>5413474</u>	Brownsville	<u>Customer Service / Data Entry</u>	\$13/Hr	6 Mths of Experience High School Diploma/GED	Works for a veterans program. Outbound call center. 3rd shift Monday - Friday 8pm - 5am. Full-time Long term. Able to type 35 WPM, Must be able to work independently and in team.
<u>7380130</u>	Brownsville	<u>Armed Security Officer</u>	\$8.50/Hr	2 Yrs of Experience High School Diploma / GED	Secures premises & personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, & access points; permitting entry. Proficient with computers. Must be able to speak, read & write Eng/Span. Must be able to work various shifts (nights & weekends). Must have exceptional customer service skills
<u>3667972</u>	Brownsville	<u>Driver</u>	Discussed at time of Interview	6 Mths of Experience No Education Required	Drives locally to clean & pump grease traps & septic tanks. Must have minimum of 6 mths of experience. Work work in teams. Bilingual Eng/Span required.
<u>6708748</u>	Brownsville	<u>Excel Data Process & Clerk</u>	\$8/Hr-\$10/Hr	3 Yrs of Experience High School Diploma / GED	Transfer data to Excel Spread Sheet to compute online Sales Reporting. Creates Excel Sheets & customizes, files, errands, coffee, customer service, greets clients, calendar, answers phone,data entry for marketing material. Must be able to stay late or work Saturday at any given time without prior notification. Must speak Eng/Span fluently.
<u>8717625</u>	Brownsville	<u>LVN</u>	Discussed at time of Interview	No Experience Required 2 Yrs of College, Technical or Vocational School	Provide medical treatment & personal care services to ill, injured, convalescent, & persons with disabilities. Take & record patients' vital signs. Observe patients & report adverse reactions. Administer medication. Collect samples. Record food & fluid intake & output. Bathe, dress, & assist patients in walking & turning. Record information into designated medical records.



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<u>5408012</u>	Brownsville	<u>PARTS DELIVERY DRIVER</u>	Discussed at time of Interview	No Experience Required High School Diploma / GED	Provide excellent customer service. Delivers parts & products to customers. Responsible for cleaning & maintenance of delivery vehicles. Must have a valid driver's license with an acceptable motor vehicle record (MVR) per department standards.
<u>8716902</u>	Brownsville	<u>SECURITY GUARD</u>	Discussed at time of Interview	No Experience Required High School Diploma / GED	Patrols properties/condominiums. Observe activities & reports activities. Files paperwork to file reports. Must be able to pass a Background Check & Drug Test. Must have a current Driver's License.
<u>8717865</u>	Brownsville	<u>Maintenance Worker</u>	Discussed at time of Interview	1 Yr of Experience No Education Required	Cleans, dusts & mops. Minor repairs. Install appliances & equipment. Garden/yard upkeep by mowing lawn, collects trash. Maintenance tasks. Collaborate with workers, supervisors, & office staff. Report to a facilities or maintenance Mgr.
<u>6706188</u>	Harlingen	<u>Bookkeeper</u>	\$8.50/Hr	1 Yr of Experience High School Diploma / GED	Will process & issue employee paychecks & statements of earnings & deductions. Compute wages & deductions, & data enter info. Review time sheets, work charts & wage computation to detect & reconcile payroll discrepancies. Compile employee time, production, & payroll data from time sheets & other records. Process paperwork for new employees & enter employee information into payroll system. Works with Quickbooks, enters income, prepares checks, create PNL's, & produce monthly financial statements.
<u>3666612</u>	Harlingen	<u>Apprentice Electricians</u>	\$9/Hr	3 Yrs of Experience High School Diploma/GED	Assists electricians with installing & maintaining electrical and power systems. Works at construction sites, factories, and businesses.



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<u>7377705</u>	Harlingen	<u>Glass Installer</u>	\$10/Hr	2 Yrs of Experience 8th Grade Education	Identify issues with work material on & off site. 2 years of basic construction labor. 2-3 years of Glass Industry exp.. Proficient use of common hand tools required. Must have valid driver license.
<u>3091851</u>	Harlingen	<u>Customer Service Representative</u>	\$8.75/Hr	No Experience Required High School Diploma / GED	Answers inbound phone calls.Makes outbound calls. Maintains composure in escalated situations. Builds customer relationships, earns loyalty & trust. Operates accurately & efficiently. Handles multiple responsibilities. Must be creative & an analytical problem solver with a passion for excellent customer service. Smiles when engaging customers.
<u>6696546</u>	Harlingen	<u>Front Office Clerk</u>	Based on Experience	1 Yr of Experience High School Diploma / GED	Performs clerical, secretarial & administrative work. Answers phones, data processes, files, record keeps, assist in inventory, receives, sales, billing, shipments, & provides customer service.
<u>3646719</u>	Harlingen	<u>GLAZIER</u>	Discussed at time of Interview	6 Mths of Experience No Education Required	Measure, install, cut, seaming glass, doors, & windows. Minimum of 6 mths glazing experience, automotive glass installation is preferred. Must be able to lift 50lbs to 75lbs unassisted. Must be able to lift 76lbs to 150lbs with assistance. Will upkeep shop. Will work in residential, automotive, & commercial industry. Able to communicate in English
<u>8651550</u>	Harlingen	<u>Concrete Mixer Drivers</u>	Discussed at time of Interview	6 Mths of Experience 10th Grade Education	Drivers truck equipped with auxiliary concrete mixer to deliver concrete mix to job sites. Drives truck to location for unloading. Cleans truck after delivery. Sprays surfaces of truck with protective compound. May assemble cement chute. Will clean up work area when not driving.



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<u>6711821</u>	La Feria	<u>Repossession Agent</u>	Based on Experience	3 Yrs of Experience High School Diploma / GED	Assists in recovery & transportation of vehicles. Regular interaction between outside business contacts in other professions occurs daily. Investigate & track locations of cars out for repossession, secure motor vehicle with local, state & federal laws, & tow repossessed vehicles to company yard.
<u>8722845</u>	Los Fresnos	<u>General Labor Construction</u>	\$10/Hr - \$12/Hr	2 Yrs of Experience No Education Required	Must have expertise in multiple types of home repair, maintenance & remodeling. Must have basic construction skills, be organized, and effectively communicate with a positive attitude. Will be performing residential outdoor construction.
<u>3620392</u>	Rio Hondo	<u>Public Works Maintenance</u>	\$8/Hr - \$9/Hr	1 Yr of Experience High School Diploma /GED	Responsible for maintenance of streets & roads, grounds, water & sewer facilities, & related maintenance tasks; performs semi-skilled labor, repairs, construction, & ground care work, & assists with repairs & response system emergencies or scheduled maintenance.
<u>8661910</u>	San Benito	<u>HVAC Technician</u>	Discussed at time of Interview	3 Yrs of Experience 11th Grade Education	Observe & test system operation, using gauges & instruments. Discuss heating or cooling system malfunctions with users. Adjust valves & charge system with proper type of refrigerant. Repair or service heating, ventilating, & air conditioning (HVAC) sys to improve efficiency. Test pipe or tubing joints or connections for leaks. Dismantle malfunctioning systems & test components. Test electrical circuits or components for continuity, using electrical test equipment.



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<u>6709148</u>	South Padre Island	<u>Chief Marshal</u>	Up to \$55000/Yr	10 Yrs of Experience Bachelors Degree	Performs a variety of complex administrative, and professional work in performing, planning, coordinating and directing the activities of the Marshal's division. Responsible for collection efforts as it pertains to outstanding warrants for the Municipal Court. Responsible for developing policies and procedures as it pertains to Law Enforcement activities and court collection strategies. Illustrates the agency's mission statement, which sets the tone and vision for the division.

March 18, 2019

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Auxiliary Aids available upon request to individuals with disabilities
Relay Texas 1-800-735-2989 TDD or 1-800-735-2988 voice

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