



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>6720574</u></a>	Brownsville	<a href="#"><u>INFANT DAY CARE GIVER</u></a>	Pay will be discussed at time of interview.	1 yrs 0 mos and High School Diploma/GED	Will prepare physical space for children. Provides a clean & safe environment. Keeps accurate records about infant's daily activities & reports to parents. Will be working with infants ages 2 mths to 18 mths.
<a href="#"><u>3688871</u></a>	Brownsville	<a href="#"><u>Sales and Events Assistant</u></a>	Starts at \$15.35 / HR	2 years of experience and a High School Diploma/GED required	Assists in the data processing, maintaining official records, & administration of standard operating policies & procedures of sales division. Increase hotel occupancy by being a liaison between local event planners, organizations, hotels, businesses & clients to create packages for their event. Assist with planning, implementing, managing, organizing, coordinating & execution of special event programs that include athletic, cultural, educational, environmental activities, to include booking room blocks & packaging experiences.
<a href="#"><u>7399868</u></a>	Brownsville	<a href="#"><u>Legal Assistant</u></a>	Between \$10.00 / HR and \$16.00 / HR	5 years of experience and a High School Diploma/GED required	Must know how to draft legal documents such as motions, orders, pleadings & citations & many more documents. Keeps cases organized by establishing & organizing files; monitors calendars; meets deadlines; documents actions; inputs information & case management software; confirms case status with attorney.
<a href="#"><u>7400143</u></a>	Brownsville	<a href="#"><u>Sales Clerk</u></a>	Base Salary plus commission	1 year of experience and a High School Diploma/GED required	Sells company products & services to customers. Prospect & contact potential customers. Resolve customer inquiries & complaints. Set up follow up appointments to keep customers aware of the latest developments



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<a href="#"><u>6723973</u></a>	Brownsville	<a href="#"><u>WINDING MACHINE OPERATOR</u></a>	Starts at \$8.50 / HR	0 yrs 0 mos and High School Diploma/GED	Trains right person to wind electrical insulation tubing on a machine. Must be dependable & have good character. Must know basic math skills.
<a href="#"><u>7393898</u></a>	Brownsville	<a href="#"><u>Fleet Body Shop Mechanic</u></a>	Starts at \$20.00 / HR	3 yrs 0 mos and High School Diploma/GED	Will body sand, prep, paint, replace & repair body panels, windshield replacement, weld replacement & repair or wire harness & other components.
<a href="#"><u>3686205</u></a>	Brownsville	<a href="#"><u>Choices Career Coach</u></a>	Discussed upon interview	3 years of experience and 2 years of college, technical, or vocational school	Provides services to individuals who receive Temporary Assistance to Needy Families (TANF). Performs eligibility verification, case mgmt, interviews & assessments, & progress monitors & tracks. Coordinates supportive services, conducts follow-up to ensure supports are in place, & conducts home visits. Goal is employment at or above the self-sufficiency wage with job retention tracked for at least one year after exiting the program.
<a href="#"><u>6728625</u></a>	Harlingen	<a href="#"><u>Enrollment Coach II</u></a>	Discussed upon interview	3 years of experience and a High School Diploma/GED	Will provide support converting applicants into matriculated students and/ or assisting students from their first semester of enrollment through graduation. Traditional offices such as admission, advisement, financial aid, and records will all be components of this one stop shop model.
<a href="#"><u>6727388</u></a>	Harlingen	<a href="#"><u>Staffing Representative/Recruiter</u></a>	Discussed upon interview	3 years of experience and a High School Diploma/GED	Responsible for generating new business through sales activities such as prospecting, telemarketing, territory planning, cold calls, and in-person visits, which foster a consultative relationship and increased business with the client.
<a href="#"><u>7321481</u></a>	Harlingen	<a href="#"><u>Warehouse / Driver</u></a>	Pay is based on experience	2 yrs 0 mos and High School Diploma/GED	Sales job duties to receiving, inputting, sorting, loading and unloading products



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<a href="#"><u>8696805</u></a>	Harlingen	<a href="#"><u>Medical Billing Clerk</u></a>	Starts at \$12.00 / HR	3 yrs 0 mos and 1 year college, technical or vocational school	Verifying pts. insurances..eligibility/coverage etc.,
<a href="#"><u>5416954</u></a>	Harlingen	<a href="#"><u>Night Sleep Tech</u></a>	Negotiable	0 yrs 0 mos and High School Diploma/GED	Demonstration/education of :PAP, Home Sleep Test equipment, Sleep Profiler
<a href="#"><u>6725353</u></a>	Harlingen	<a href="#"><u>Medical Receptionist</u></a>	Starts at \$11.00 / HR	1 year of experience and a High School Diploma/GED required	Greet customers. Respond to emails. Process bills, invoices, & patient payments. Administer insurance verification. Maintain confidentiality of all patient records. Manage inventory of medical equipment, supplies and coordinate reordering. Prepare medical equipment for delivery or pick-up
<a href="#"><u>7395843</u></a>	Harlingen	<a href="#"><u>Team Member</u></a>	Discussed upon interview	6 months of experience and a 10th grade education required	Responsible for fulfilling customers service commitment to excellence by ensuring each customer enjoys a hot, freshly-prepared product, of the highest quality ingredients; made to order and promptly served in a comfortable, clean, friendly environment.
<a href="#"><u>8739081</u></a>	Los Indios	<a href="#"><u>Supervisor</u></a>	Discussed upon interview	2 years of experience and a High School Diploma/GED required	Supervisor/Line lead experience, at least 2 yrs experience. Proficient Excel, Bilingual Eng/Span. Flexible to work overtime and weekends as needed. Experience in manufacturing/warehouse facility.
<a href="#"><u>3682660</u></a>	Santa Rosa	<a href="#"><u>Estimator</u></a>	Between \$13.00 / HR and \$15.00 / HR	1 yrs 0 mos and 1 year college, technical or vocational school	Responsible for compiling estimates of how much it will cost to provide a client services
<a href="#"><u>8727309</u></a>	San Benito	<a href="#"><u>Installer sheet metal fabricator</u></a>	Salary will be discussed upon experience	1 yrs 0 mos and High School Diploma/GED	Convert blueprints into shop drawings used in the construction or assembly of sheet metal products.
<a href="#"><u>6723143</u></a>	South Padre Island	<a href="#"><u>LANDSCAPER / GROUNDS KEEPER</u></a>	Starts at \$8.00 / HR	0 yrs 0 mos and No Education Requirement	Mows yards around facility with lawn mower & weeding machine. Picks up trash. Keeps grounds areas clean. Cleans pools & maintains areas clean.



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<a href="#"><u>3688365</u></a>	South Padre Island	<a href="#"><u>Maintenance</u></a>	Starts at \$8.50 / HR	1 year of experience and a High School Diploma/GED required	Performs semi-skilled maintenance work, & operates a variety of equipment in the process of maintaining beaches & coastal resources of South Padre Island. All work is performed in outside conditions under the close supervision of Foreman or designee. Position is temporary & will work more or less depending on the needs of the Island, only during the summer.
<a href="#"><u>7390220</u></a>	South Padre Island	<a href="#"><u>HOUSEKEEPER</u></a>	Starts at \$7.25 / HR	1 yrs 0 mos and No Education Requirement	Sweep, scrub, & mop floors. Dust & polish furniture/fittings. Clean metal fixtures & fittings. Empty & clean trash containers. Dispose of trash in a sanitary manner. Clean wash basins, mirrors, tubs & showers. Wipe down glass surfaces. Make up beds & change linens. Wash windows. Sort, wash, load & unload laundry. Sort, fold & store laundry. Operate mechanized cleaning equip.. Monitor & report repairs & replacements. Ensure rooms are cared for & inspected.

May 13, 2019

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

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