



BROWNSVILLE

Transit Operator

WORKINTEXAS Job Posting # 14212008

Salary: \$12.75/HR

Safely operates a public transit bus in all types of weather, traffic, emergency situations or conditions. The job may include morning, evening, weekend, holiday, split, or other work schedules. Thoroughly inspects and performs pre-trip and post-trip daily on bus and equipment inspections; reporting all bus mechanical defects, needed repairs, and body damage upon daily inspection. Comply with all State and local traffic laws; Departmental policies, safety rules, and procedures. Report hazardous and dangerous conditions along bus routes, at passenger stops, vandalism, and graffiti in buses or bus stops, including incidents/accidents immediately. Drives bus safely adhering to time schedules and not deviating or making stops without proper authorization.

General Laborer

WORKINTEXAS Job Posting # 14201966

Salary: Discussed at time to Interview

Manually move materials, remove fiberglass insulation from walls and pipes, bag insulation and dispose of in trash dumpsters. Perform other general labor duties as presented.

Payroll Assistant

WORKINTEXAS Job Posting # 14202167

Salary: \$10.00/HR

The daily job duties performed by payroll assistants include but are not limited to; direct deposit requests, wage garnishments, and other payroll related issues. Must have experience in utilizing QuickBooks Payroll System and Microsoft Office.

BROWNSVILLE

Accounts Receivable Clerk

WORKINTEXAS Job Posting # 14200894

Salary: Discussed at time to Interview

Receive payments, and deal with customers directly. Will handle money. Will preparing contracts for new customers, making new schedules, and closings, among other related duties. Calling, texting, emailing customer to collect past due payments. No outside collections. Will set closing appointments. Will request closing documents from attorney.

Van Driver / Cook

WORKINTEXAS Job Posting # 14211175

Salary: Discussed at time to Interview

Will be picking up and dropping off residents to and from the daycare facility. Test vehicle equipment such as lights, brakes, horns, or windshield wipers, to ensure proper operation. Must have a good driving record. Employer will be conducting MVR Report. Must have a High School Diploma / GED Will also be assisting in the kitchen preparing meals, snacks for residents when necessary. Clean, cut, and cook meat, fish, or poultry. Cook foodstuffs according to menus, special dietary or nutritional restrictions, or numbers of portions to be served.

HARLINGEN

Security Officer - Upscale – Healthcare

WORKINTEXAS Job Posting # 14222831

Salary: \$12.88/HR

Perform security patrols of designated areas on foot or in vehicle. Watch for irregular or unusual conditions that may create security concerns or safety hazards. Sound alarms or call police or fire department in case of fire or presence of unauthorized persons. Warn violators of rule infractions, such as loitering, smoking or carrying forbidden articles. Permit authorized persons to enter property and monitors entrances and exits. Observe departing personnel to protect against theft of company property and ensures that authorized removal of property is conducted within appropriate client requirements.

Porter

WORKINTEXAS Job Posting # 14111393

Salary: \$7.50/HR

Cleaning & maintaining shop area, offices and grounds. Shuttle customers and run errands. Must be able to lift 50 lbs., and work in hot and cold temperatures.

HARLINGEN

Automotive Technician (Auto Technician)

WORKINTEXAS Job Posting # 13953231

Salary: Commission Only

Immediate opening for Experienced Automotive Technician. ASE Certification a plus. Must have own tools. Responsible for the repair and preventive maintenance of automotive equipment. Duties include performing emissions inspections, diagnostic testing of vehicles, and replacement of worn components.

Workforce Trainer CDL

WORKINTEXAS Job Posting # 14222733

Salary: Discussed at time to Interview

Provide leadership in evaluating the needs of the department and recommend material and equipment necessary for the implementation for an effective educational program. Follow college policies and operational procedures of the Program. Provide necessary support for college decisions effecting the Program, Assure all transportation training requirements are met for the Program and ensure applicable documentation and timelines are met. Provide and maintain proper truck inspections, Supervise agreements to College, State, National Guidelines and standards, Evaluate, review and recommend revisions of curriculum, syllabi, and selection of textbooks within the Program.

Accounting Clerk

WORKINTEXAS Job Posting # 14220465

Salary: \$8.00-\$15.00/HR

General office clerks type, format, or edit routine memos. General office clerks perform a variety of clerical tasks, including answering telephones, typing documents, and filing records. Duties General office clerks typically do the following: Answer and transfer telephone. General office clerks type, format, or edit routine memos. General office clerks perform a variety of clerical tasks, including answering telephones, typing documents, and filing records. Duties General office clerks typically do the following: Answer and transfer telephone calls or take messages.

LA FERIA

Cashier

WORKINTEXAS Job Posting # 14203987

Salary: \$8.00/HR

Receive and disburse money in establishments other than financial institutions. May use electronic scanners, cash registers, or related equipment. May process credit or debit card transactions and validate checks. Work effectively. Excellent customer service. Dependable and reliable. Bilingual Preferred/English & Spanish.

LA FERIA

HVAC Service Tech

WORKINTEXAS Job Posting # 14182308

Salary: Based on Experience

Install, clean, and maintain HVACR systems. Install electrical components and wiring. Inspect and test HVACR systems and components. Discuss system malfunctions with customers. Repair or replace worn or defective parts. Recommend maintenance to improve system performance.

Provider

WORKINTEXAS Job Posting # 14201175

Salary: Based on Experience

Provide routine individualized healthcare such as changing bandages and dressing wounds, and applying topical medications to the elderly, convalescents, or persons with disabilities at the patient's home. Monitor or report changes in health status. May also provide personal care such as bathing, dressing, and grooming of patient.

Production Technician

WORKINTEXAS Job Posting # 14071639

Salary: Based on Experience

Clean and maintain vehicles, equipment, warehouse, and office area as needed. Assess vehicle inventory needs and loads van with equipment, product, and supplies need for jobs. Set up staging area and equipment for each job. Prepare areas for cleaning process. Perform end-of-job/end-of-day cleanup and breakdown. Leave job site with a clean and orderly appearance.

Secretary Office Clerk

WORKINTEXAS Job Posting # 14084889

Salary: Based on Experience

Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

LOS FRESNOS

Caregiver

WORKINTEXAS Job Posting # 14200520

Salary: Based on Experience

Providing care for children, such as setting schedules and routines, grooming, feeding, changing diapers, and cleaning rooms and toys. ... Maintaining a safe workplace by monitoring children for health, behavioral, and emotional issues and reporting concerns to staff and parents.

LOS FRESNOS

Wait Staff

WORKINTEXAS Job Posting # 14210826

Salary: \$2.13 per hour plus tips

Take orders and serve food and beverages to patrons at tables in dining establishment. Check with customers to ensure that they are enjoying their meals and take action to correct any problems. Will also assist with stocking supplies, charging people for their food, handling cash, credit cards, and a cash register, cleaning tables and counters, resetting tables, greeting customers and answering questions.

Dishwasher/Prep Cook

WORKINTEXAS Job Posting # 14210844

Salary: \$7.25/HR

Job Duties are to wash dishes and assist in meal preparation. Measure ingredients and seasonings to be used in cooking.

Direct Care Staff

WORKINTEXAS Job Posting # 14221566

Salary: Based on Experience

The role of the Direct Care Staff has responsibility for directing and safely supervising the youth in our care. Primary responsibility is to provide guidance in behavior choices by teaching social, self-help, academic and living skills.

Medical Janitor

WORKINTEXAS Job Posting # 14221506

Salary: \$11.60/HR

Under the direction and supervision of the Project Manager, the Medical Janitor is responsible for sterilization and sanitation in a medical clinic and/or detention center, or other buildings as assigned. Duties include ensuring that all public spaces, such as hallways, bathrooms, common areas, and medical clinic are clean, free from hazards, and safe from contaminants as appropriate. Must report any mechanical or technical issues to facility crew as soon as practical. Maintains constant monitoring of cleanliness to ensure company standards are correctly maintained, while using the appropriate supplies and equipment in a responsible and efficient manner.

PORT ISABEL

Provider

WORKINTEXAS Job Posting # 14167406

Salary: Based on Experience

Assist clients in their daily personal tasks, such as bathing or dressing. Housekeeping, such as laundry, washing dishes, and vacuuming. Help to organize a client's schedule and plan appointments. Arrange transportation to doctors' offices or other outings. Shop for groceries and prepare meals to meet a client's dietary specifications.

Registered Nurse

WORKINTEXAS Job Posting # 14174417

Salary: Based on Experience

Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.

Packer

WORKINTEXAS Job Posting # 14155830

Salary: \$8/HR

The Packer is responsible for cleaning shipping containers, labeling items and packing items into the shipping containers. To be successful as a Packer you must have attention to detail and the ability to organize items. A good Packer is efficient and careful not to damage items.

Psychiatrist

WORKINTEXAS Job Posting # 14152434

Salary: Based on Experience

Provides direct care to patients within discipline Scope of Practice and performs functions in accordance with current accepted practice, licensure, certification, credentialing and or granted privileges.

Grill Cook

WORKINTEXAS Job Posting # 14159687

Salary: Based on Experience

Take orders from customers and cook foods requiring short preparation times, according to customer requirements. Grilled and garnished hamburgers or french fried potatoes. Performed food preparation tasks. Planed work on orders so that items served together are finished at the same time. Performed general cleaning activities in kitchen and dining areas.

SAN BENITO

Accounting Clerk

WORKINTEXAS Job Posting # 14220465

Salary: Based on Experience

General office clerks perform a variety of clerical tasks, including answering telephones, typing documents, and filing records. Duties General office clerks typically do the following: * Answer and transfer telephone calls or take messages * Sort and deliver incoming mail and send outgoing mail * Schedule appointments and receive customers or visitors * Provide general information to staff, clients, or the public * Type, format, or edit routine memos or other reports * Copy, file, and update paper and electronic documents * Prepare and process bills and other office documents.

General Laborer

WORKINTEXAS Job Posting # 14046775

Salary: Based on Experience

Perform tasks involving physical labor at construction sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical.

Safety Clerk

WORKINTEXAS Job Posting # 14124342

Salary: Based on Experience

Audit and maintain driver logs. Knowledge of the Hours of Service. Add/Update/Change any necessary information in McLeod in the driver and tractor files and inform departments as needed Assists as a backup recruiter, pulling reports for new potential drivers as needed. Types memos, correspondence, reports, and other documents. Professionally administer all incoming calls. Ensure phone calls are redirected accordingly. Greet drivers/guests in a professional, friendly, hospitable manner. Maintain files for past trip envelopes and log books. Perform a variety of clerical duties. Other duties may be assigned to meet business needs.

Concrete Foreman

WORKINTEXAS Job Posting # 14215672

Salary: Based on Experience

Completing daily paperwork, production reports, daily logs, meetings, and field extras as they occur Addressing and communicating both internal and external project needs, concerns, and issues Places and coordinates material orders and deliveries on-site case by case depending on the nature of the order material. Optimizes efficiency regarding planning and execution while minimizing risk and exposure. Determines and carries out both daily planning and overall objective planning for their job site. Oversees, supports, and manages crew of 5-10 people.

SAN BENITO

Insurance Telesales Agent

WORKINTEXAS Job Posting # 14190899

Salary: \$11/HR - \$15/HR

Contact potential or existing customers to inform them about a product or service using scripts. Answer questions about products or the company. Ask questions to understand customer requirements and close sales. Direct prospects to the field sales team when needed. Enter and update customer information in database. Take and process orders in an accurate manner. Handle grievances to preserve the company's reputation. Go the "extra mile" to meet sales quota and facilitate future sales. Keep records of calls and sales and note useful information.

SOUTH PADRE ISLAND

Maintenance Technician

WORKINTEXAS Job Posting # 14033036

Salary: Discussed at time to Interview

Perform minor fixes such as repairing broken locks, filling gaps on walls etc. Check control panels and electrical wiring to identify issues. Install appliances and equipment. Do property upkeep (such as picking up trash, power washing, etc.). Conduct maintenance tasks such as replacing light bulbs. Inspect and troubleshoot equipment and systems (e.g. ventilation). Report to the manager for issues that need further assistance. Pools and spas cleaning, test pool and spa and water levels daily. Respond or perform duties of a groundskeeper, handle guest requests in a courteous, efficient, safe manner. Complete work order request forms on a daily and timely basis.

Laundry Attendant

WORKINTEXAS Job Posting # 14132393

Salary: Discussed at time to Interview

Sort all linens and treat stains. Load all laundry into washer and add specified cleaning agents. Take wet, clean items and dry as directed. Sort and fold or hang clean dried items. Maintain inventory of all cleaning supplies and communicate needs to general manager. Maintaining all laundry equipment and inform general manager as to any maintenance needs. Perform additional laundry services when necessary.

Guard/Customer Service

WORKINTEXAS Job Posting # 14196377

Salary: \$10.50/HR

Interact with customers to provide information in response to inquiries about services and to handle and resolve complaints. Assist owners with carrying luggage, groceries and guarding property.

SOUTH PADRE ISLAND

Cashier

WORKINTEXAS Job Posting # 14106043

Salary: Discussed at time of Interview

Serve customers of fast food restaurant: Receive customer order and depress keys of automated cash register to simultaneously record order and compute bill. Select requested food items from serving or storage areas and assemble items on serving tray or in takeout bag. Notify kitchen personnel of shortages or special orders. Serve cold drinks, using drink-dispensing machine, or frozen milk drinks or desserts, using milkshake or frozen custard machine. Make and serves hot beverages. Receive payment, process card transactions, and give change. Assist with minor duties to prepare food. Maintain restaurant dining area in clean & orderly manner.

HOUSEKEEPER

WORKINTEXAS Job Posting # 14106043

Salary: \$7.75/HR - \$9.00/HR

Housekeeping - Performing a variety of cleaning activities such as: Sweep, scrub, and mop floors. Dust and polish furniture and fittings. Clean metal fixtures and fittings. Empty and clean trash containers. Dispose of trash in a sanitary manner. Clean wash basins, mirrors, tubs and showers. Wipe down glass surfaces. Make up beds and change linens as required. Wash windows as scheduled. Sort, wash, load and unload laundry. Sort, fold and put away clean laundry. Operate mechanized cleaning equipment. Maintain all cleaning equipment and materials in a safe and sanitary working condition Monitor and report necessary domestic repairs and replacements. Ensuring all rooms are cared for and inspected according to standards.