WAREHOUSE HELPER

WORKINTEXAS Job Posting # 14460672
Salary: $8.00/HR

Assist shipping and receiving unloading trucks and checking in merchandise. Prepare orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area. Open bales, crates and other containers. Maintains safe and clean work environment by keeping shelves, pallet area, and workstations neat; Sweep, dust and mop. Organize warehouse and work area for orderliness at all times. Wear the proper safety equipment.

COOK

WORKINTEXAS Job Posting # 14464404
Salary: Discussed at time to Interview

Cooks - Will prepare meals such as burgers, nachos, salads, fries and other short order cook meals. Keep kitchen area clean at all times.

CREW MEMBER

WORKINTEXAS Job Posting # 14465885
Salary: $7.35/HR - $12.25/HR

Greet customers, obtain orders, and process customer financial transactions. Perform tasks required for the preparation and presentation of the employer's products to its customers. Perform tasks for the maintenance of the store premises and equipment, in accordance with the company's philosophy, operating standards, and policies.

ASBESTOS ABATEMENT WORKER

WORKINTEXAS JobPosting # 14466030
Salary: Discussed at time to Interview

Removal of building materials such as; fiberglass insulation, foam insulation, tile, concrete, etc. Set up containment where asbestos removal will be conducted. Removal of furniture such as; foot lockers, bed frames, Cabinets, etc. Assisting crane operations by connecting or disconnecting load lines from load.
## BROWNSVILLE

**Lube Technician**  
WORKINTEXAS Job Posting # 14493916  
Salary: $8.50/HR - $10.00/HR

The Lube Technician's responsibilities include preparing detailed vehicle service reports, replacing vehicle wiper blades and car batteries, and changing motor oil as well as transmission and brake fluid as needed. You should also be able to keep vehicle interiors clean while performing maintenance and servicing tasks.

## HARLINGEN

**Automotive Technician**  
WORKINTEXAS Job Posting # 14319611  
Salary: Based on Experience

Responsible for the repair and preventive maintenance of automotive equipment. Duties include performing emissions inspections, diagnostic testing of vehicles, and replacement of worn components.

**Receptionist**  
WORKINTEXAS Job Posting # 14447015  
Salary: Based on Experience

Greet clients and visitors with a positive, helpful attitude. Assisting clients in finding their way around the office. Announcing clients as necessary. Helping maintain workplace security by issuing, checking, and collecting badges as necessary and maintaining visitor logs. Assisting with a variety of administrative tasks including copying, faxing, taking notes, etc. Answering phones in a professional manner, and routing calls as necessary. Answering, forwarding, and screening phone calls. Sorting and distributing mail. Provide excellent customer service. Scheduling appointments. Confirming appointments. Authorizing/Verifying Insurance

**Copier Technician**  
WORKINTEXAS Job Posting # 14124969  
Salary: $7.25/HR - $18.50/HR

Manage and repair equipment off site. Extend outstanding support by meeting customers’ needs on time. Investigate and resolve maintenance and repair issues. Manage accurate inventory of tools, parts and supplies. Advice customers on equipment operation and maintenance. Check new system for seeing if they are in functional order. Assemble machines as per specifications with hand and power tools and measuring devices. Run machines to test parts functioning. Manage tool kit, supplies and accurate inventory. Conduct preventive maintenance and photocopiers adjustment. Troubleshoot equipment for identifying malfunctions cause. Complete invoices and expense reports on time. Troubleshoot clients' problems with high quality solutions. Establish relationships with clients and fellow employees.
**HARLINGEN**

**Maintenance and Repair Worker**  
**WORKINTEXAS Job Posting # 14424945**  
**Salary: Based on Experience**

Will perform routine and extensive preventative maintenance and repair procedures on mobile home property. Duties include general cleaning and minor maintenance duties in maintaining apartments, buildings, community spaces, adjacent walks and grounds, grass, and equipment in clean, orderly, and functional condition, as well as providing assistance to staff, visitors, and other employees, as necessary.

**Helper/Driver**  
**WORKINTEXAS Job Posting # 14394368**  
**Salary: Based on Experience**

Pack and prepare items. Load and unload items. Take Inventory. Handle customer requests. Perform cleaning and maintenance tasks. Drive company trucks/vehicles.

**LA FERIA**

**Inside Sales**  
**WORKINTEXAS Job Posting # 14475965**  
**Salary: Based on Experience**

Taking orders at the sales counter and over the phone. Building relationships with customers. Ability to use company computer system to enter orders. Complete sales orders and tender cash sales. Develop product knowledge to assist customers with purchases. Cold-call prospects that are generated by external sources of lead. Collaborate with Outside Sales Reps and Sales Managers to determine necessary strategic sales approaches. Overcome objections of prospective customers. Emphasize product/service features and benefits, quote prices, discuss credit terms, and prepare sales order forms and/or reports.

**Production Technician**  
**WORKINTEXAS Job Posting # 14530565**  
**Salary: Discussed at time to Interview**

Perform services as assigned. Communicate well with supervisors and peers. Team oriented. 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. Follow uniform policy. Participate in safety and production training activities. Learn on how to properly operate (various) equipment and machinery. Comply with safety policies and outlined by company safety manual. Report injuries and safety hazards quickly to your supervisor. Safety utilizing cleaning products, mechanical equipment, and personal protective equipment properly.
Mechanic  
WORKINTEXAS Job Posting # 14245057  
Salary: $10.00/HR - $15.00/HR  
Diagnose, adjust, repair, or overhaul trucks, or maintain and repair any type of diesel engines. Includes mechanics working primarily with automobile or marine diesel engines.

Laborer  
WORKINTEXAS Job Posting # 14528336  
Salary: $9.00/HR  
Will perform many tasks that require physical labor on construction sites in all types of weather. May clean and prepare sites, dig trenches, set braces to support form work, erect scaffolding, clean up rubble and debris, and tear out concrete. Will assist other craft workers and take instructions.

Welder  
WORKINTEXAS Job Posting # 14400484  
Salary: Based on Experience  
Looking for skilled welders to cut and join metals and other materials at construction sites. You will operate appropriate equipment to put together mechanical structures or parts with a great deal of precision. Your job is important as it provides the foundation for strong infrastructure. A welder must be competent in using potentially dangerous equipment following all safety precautions. The ideal candidate will also have a steady hand and great attention to detail. Knowledge of different kinds of metal and their properties is essential. Determine the appropriate welding equipment or method based on requirements. Set up components for welding according to specifications. Experience with plasma machine and guard rails is preferred. Maintain equipment in a condition that does not compromise safety.

CDL Driver  
WORKINTEXAS Job Posting # 14316922  
Salary: Discussed at time to Interview  
Currently, accepting applications to fill CDL Driver Positions. The Driver will be responsible for making pickups of used cooking oil locally and throughout the state of Texas. No experience is required, must have a Class A License with a Tanker endorsement for consideration.

Groundskeeping Maintenance  
WORKINTEXAS Job Posting # 14446303  
Salary: $8.00/HR  
Assist full time maintenance man with the Town maintenance including: Mowing. Tree Trimming. Weed Eating. Town Hall Maintenance. General Town Maintenance
LOS FRESNOS

**Receptionist**  
WORKINTEXAS Job Posting # 14464512  
Salary: $8.00/HR - $10.00/HR

We are currently seeking a receptionist for a leasing office. This person will need to able to work in a high pace environment, answer phones, use word excel etc., and be bilingual English / Spanish. Previous experience in an office is required. Previous experience in leasing and with contracts is preferred.

**Peace Officer**  
WORKINTEXAS Job Posting # 14576404  
Salary: Based on Experience

Officers will be responsible for enforcing local, State and Federal ordinances, regulations and laws. Officers must be able to perform individually and cooperatively with other officers and/or agencies while performing enforcement duties and all other associated tasks and responsibilities. Officers will be expected to process crime scenes; properly handle evidence; prepare affidavits, citations and narrative reports; apprehend suspects; safely operate a police vehicle in emergency and non-emergency situations; perform rescue and other first-responder functions; and effectively communicate with the public. Officers must be able to follow written and verbal instructions; be complex or general in nature. Officers must be able to make complete and appropriate decisions, often in stressful environments. Successful officers will be detail-oriented and able to exercise a high degree of discretion and independent judgment. Officers may respond to non-criminal calls for service, such as barking dogs and noise complaints, and must be able to serve the public with professionalism and respect. Work is scheduled on a rotating shift basis, Sunday through Saturday, to include holidays, and is subject to change.

**MEAT MARKET CLERK**  
WORKINTEXAS Job Posting # 14410193  
Salary: $7.50/HR

Will be interacting directly with customers and must have excellent customer service skills. Will be wrapping and weighing meat according to customer needs. Prepare and place meat cuts and products in display counter. Will be sanitizing the meat market area, cleaning meat cutting machines and equipment, cleaning displays and mopping and sweeping floors. Responsibilities do not include meat cutting.

PORT ISABEL

**Security Guard**  
WORKINTEXAS Job Posting # 14524793  
Salary: $8.75/HR - $10.00/HR

Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules. Mainly enforcing policy, taking down vehicle information and checking to make sure guests have parking permits and wristbands.
PORT ISABEL

Provider
WORKINTEXAS Job Posting # 14548785
Salary: Discussed at time to Interview

Help patients with personal hygiene, dressing, bathing, and other daily tasks. Perform basic health care services for patients including checking vital signs or administering prescription medication. Help with general light housekeeping. Observe and report on patient condition. Keep up with in-service training.

Assistant Manager
WORKINTEXAS Job Posting # 14459314
Salary: Based on Experience

Monitors and ensures prompt, friendly, and courteous customer service. Monitors and ensures all Church's menu products are prepared and served according to standard procedures. Ensures that prepared job assignments and activities are carried out by Team Members. Assists Team Members as necessary to prepare quality products, provide service, and maintain a clean restaurant. Demonstrates proper procedures for Team Members to follow. Ensures that safety and security policies and procedures are enforced. Monitors and performs opening and closing duties as required on the Shift Awareness Checklists.

TAX PREPARER – BOOKKEEPER
WORKINTEXAS Job Posting # 14409581
Salary: Discussed at time to Interview

Employer seeking to hire a Tax Preparer / Bookkeeper with at least 1 year of experience. Duties will include: Preparing tax returns for personal and commercial clients. Will also be handling bookkeeping duties such as accounts payable / accounts receivable knowledge of QuickBooks is preferred but not required.

Cashier
WORKINTEXAS Job Posting # 14545622
Salary: Based on Experience

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
SAN BENITO

Dispatcher
WORKINTEXAS Job Posting # 14544090
Salary: Discussed at time to Interview

Duties: Lead and retain a designated fleet of drivers. Lead a minimum fleet of at least 25-day cabs/Over-The-Road (OTR) tractors. Establish a good working relationship with each driver. Work with planning personnel to obtain loads for their fleet and dispatches drivers. Manage driver availability to maximize productivity of their fleet. Perform A.M. and P.M. checks on trucks and enter notes daily into Transportation Management Software (TMS). Utilize available tools to determine location of trucks and trailers including McLeod Loadmaster, PeopleNet, Geotab, and Skybitz and pro-actively communicate to customer. Perform quarterly driver reviews in order to measure and record performance. Manage driver performance and in conjunction with Safety Department, take proper disciplinary steps if necessary. Manage service levels of 98% for on time pick-up and delivery. Manage driver cash advances for repairs, fuel and other needs. Ensure payroll accuracy for assigned drivers. Act as a liaison between the driver, load planners, and all internal departments. Comply with all Department of Transportation (DOT) Regulations & Safety Compliance guidelines; validate driver hours of service to safely and legally facilitate the delivery of loads, honor specific driver/company requests related to operations/safety training, research driver issues regarding non-compliance items (overweight loads, load routing, hours of operation, equipment type, etc.) and provide resolution accordingly to meet legal requirements. Forward unresolved issues to appropriate internal departments for resolution. team player and have a great attitude.

Assistant Manager
WORKINTEXAS Job Posting # 14440621
Salary: Based on Experience

The Assistant Manager (AM) is the operations leader of the restaurant focused on profitability, Guest service, people development and operations management. The AM supports the Restaurant General Manager (RGM) in managing the daily operations of a single restaurant, driving key performance outcomes. The AM operates under the direction of the RGM and directly manages a team of Hourly Shift Coordinators and Team Members (20-45 employees). Duties include Profitability. Manages inventory costs and maintains inventory by performing Daily, Weekly and Monthly inventory inspections. Places and receives inventory truck orders. Maintains and regularly monitors a list of all restaurant assets. Ensures preventative maintenance of restaurant facility and equipment is completed in accordance with Company standards, interacting with external vendors as required. Ensures that restaurant follows all cash control and security procedures (e.g. safe counting, cash drawers). Guest. Motivates and directs team members to exceed guest expectations with accurate, fast and friendly service in a clean facility. Provides coaching and feedback to Shifts Coordinators and Team Members to increase the restaurant teams’ capabilities and raise restaurant performance. Operations. Directs restaurant team toward efficient and accurate preparation and sale of products for prompt delivery within established speed of service guidelines. Ensures that restaurant upholds operational and brand standards. Performs duties of Hourly Shift Coordinator when necessary.
### SAN BENITO

**Medical Assistant**  
**WORKINTEXAS Job Posting # 14581318**  
**Salary:** $8.00/HR - $10.50/HR

Perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

**Inside & Outside Loan Collector**  
**WORKINTEXAS Job Posting # 14543188**  
**Salary:** Based on Experience

Arrange for debt repayment or establish repayment schedules, based on customers' financial situations. Locate and notify customers of delinquent accounts by mail, telephone, or personal visits to solicit payment. Advise customers of necessary actions and strategies for debt repayment. Persuade customers to pay amounts due on credit accounts, damage claims, or nonplayable checks, or to return merchandise. Confer with customers by telephone or in person to determine reasons for overdue payments and to review the terms of sales, service, or credit contracts.

**Dialysis Social Worker**  
**WORKINTEXAS Job Posting # 14514693**  
**Salary:** Based on Experience

The Licensed Master Social Worker provides social services to patients and their families in a timely and efficient manner in order to promote maximum social functioning and psychological adjustment to dialysis and rehabilitation of the patient.  
Must have master’s degree in Social Work accredited by the Council of Social Work Education (CSWE). Current licensure in applicable state is required unless employed in the state of AZ, PA or Guam. License must be maintained as current and in good standing. (See addendum for Social Worker for minimum licensing requirements.) Previous experience in providing social services to dialysis patients preferred. Demonstrated working knowledge of the English language and ability to communicate verbally and in writing. Must have basic computer skills, including Microsoft Office (Word, Excel, Outlook); proficiency in all USRC clinical applications required within 90 days of hire. Must meet any practice requirement(s) for the applicable state.

### SOUTH PADRE ISLAND

**Front Desk Associate**  
**WORKINTEXAS Job Posting # 14543808**  
**Salary:** Discussed at time to Interview

A front desk agent is responsible for checking hotel guests in and out of their rooms. ... A few of the main duties of a front desk agent are greeting guests at the front desk, answering any questions, recommending activities and restaurants to guests, and answering any phone calls.
## SOUTH PADRE ISLAND

### Maintenance Supervisor
**WORKINTEXAS Job Posting # 14532820**  
**Salary: Based on Experience**

A Maintenance Supervisor is expected to have time management skills. You will display natural leadership and possess excellent communication skills with a great eye for detail. Maintenance Supervisor should display strong problem solving and decision-making skills with a solid understanding of building maintenance, repairs, refurbishments, cleaning and managing staff. Top candidates will be skilled at building and equipment maintenance procedures and have extensive knowledge of health and safety regulations and practices. Conduct follow-ups on all maintenance and repair work and establish strategies to meet workload demands on time.

### Cashier
**WORKINTEXAS Job Posting # 14541939**  
**Salary: Discussed at time to 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 # 14543781**  
**Salary: Discussed at time to Interview**

Perform any combination of light cleaning duties to maintain private condos. Duties may include making beds, replenishing linens, cleaning rooms and halls, and vacuuming. 6 Months experience preferred but not required.

### BUSSER / DISHWASHER
**WORKINTEXAS Job Posting # 14555249**  
**Salary: $8.00/HR**

Busser / Dishwasher - Clean dishes, kitchen, food preparation equipment, or utensils. Wash dishes, glassware, flatware, pots, or pans, using dishwashers or by hand. Maintain kitchen work areas, equipment, or utensils in clean and orderly condition.